

EXECUTIVE COMMITTEE MEETING

Paris, March 3rd and 4th 1969

SUMMARY AND DECISIONS

PRESENT - Members

MM. E. Lindgren, Vice President (on 4th only)
V. Privato, Vice President
W. Van Dyke, Vice President
J. Ledoux, Secretary General
R. Borde
J. de Vaal
W. Klaue
V. Pogacic

- Deputy member

Mr N.H. Geber

- Honorary member

MM. E. Lauritzen
H. Volkmann

EXCUSED - Members

MM. J. Toeplitz, President
P. Morris, Treasurer

- Deputy members

MM. L. Fioravanti
M. Teodorescu

- Honorary members

Mrs I. Barry
Mr M. Svoboda

Also present : Mrs L. Recht, Secretary
Mr B. Dmitriev, Interpreter

AGENDA

1. Adoption of this agenda
2. Approval of the minutes of the Executive Committee in Leipzig
3. Approval of the minutes of the General Meeting 1968
4. Mr Brejcha's resignation
5. FIAF's seat in Paris
6. Applications for the post of Executive Secretary in Paris
7. Membership problems and new candidatures
8. Treasurer's report
9. FIAF projects
10. Extension of FIAF's activities
11. Relations with F.I.A.P.F.
12. New York Congress and Executive Committee preceding.
13. Report of the Commission for Documentation and Cataloguing
14. Enquiry sponsored by the Nederlands Filmmuseum on film preservation conditions. Possible translation for the members. (this point had been dealt with under point 9 - FIAF projects)

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Due to the absence of Mr Jerzy Toeplitz, President, M. W. Van Dyke, Vice President, took the chair and opened the first session of the Executive Committee, on March 3rd. He welcomed the Committee members, noted that the quorum was obtained and declared the meeting valid.

He proposed that a delegation of the Executive Committee go and thank, in the name of the F.I.A.F., the Centre National de la Cinématographie which generously acted as our host for the present meetings. The Committee were to delegate MM. Van Dyke, Ledoux and Lindgren, on March 4th.

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1. ADOPTION OF THE AGENDA

The agenda was accepted unanimously, but due to the absence of Mr Lindgren on Monday 3rd, points 5, 6, 10, 11, 12 and 13 were to be discussed on the 4th, while Mr Lindgren was to be present at the meeting.

2. APPROVAL OF THE SUMMARY AND DECISIONS OF THE PRECEDING MEETING

Mr Klaue asked for the inclusion of the following details in the minutes of the Leipzig Executive Committee.

" 8. Congress of New York " " " " " Mr Klaue asked wheter all member archives of F.I.A.F. would be granted " " equal participation in the Congress. The Secretary General answered " " that from the information available to him, no difficulties were to be " " expected concerning the GDR representatives but that, on the other " " hand, there was no precise decision concerning the participation of " " representatives from the Cuban archive."

Mr Van Dyke insisted on the fact that all FIAP members were invited to the New York Congress, but that the question of visas' obtention was independent of his goodwill.

" 12. Report of the Commission for documentation and cataloguing " " " " " In place of "Mr Klaue will report in New York", to be read : " " " " The Executive Committee recommended that Mr Klaue should report in " " New York."

Anyway, this matter was to be discussed under point 13. of the present agenda.

4.

- " 14. Miscellaneous "
- " "
- " Enquiry by Mr Volkmann concerning copyrights and rights of the archive"
- " "
- " Mr Volkmann informed the Committee that Mr Gregor of the Deutsche Ki- "
- " nemathek had complained to Pegasus Filmgesellschaft in West Berlin "
- " that Soviet films coming from the Staatliches Filmarchiv had been "
- " shown in West Berlin without the permission of the Deutsche Kinemathek!"
- " "
- " The view of the Staatliches Filmarchiv was that the copyrights owners "
- " (in this case Sovexportfilm and subsequently Pegasus), had by all "
- " means the right to make use of their films, even when the copies were "
- " deposited in the archives (art. 155 of FIAP's rules). Furthermore, "
- " Mr Volkmann specified that these films of the Staatliches Filmarchiv "
- " were put at the disposal of the copyright owners on their request. "
- " "
- " The Executive Committee fully agreed with this point of view. "

Mr Lauritzen asked to be mentioned on the list of Excused members.

Taking the above corrections into account, the minutes of the preceding meeting were approved.

3. APPROVAL OF THE MINUTES OF THE GENERAL MEETING 1968

The minutes being not ready, it was agreed that the Minutes of the London Congress would be sent by post to all members before the New York Congress, with a view to allowing possible corrections in New York, by the Executive Committee and the General Assembly.

4. MR BREJCHA'S RESIGNATION

The Secretary General read the cable and the letter received from Mr Brejcha after the Executive Committee in Leipzig, announcing his resignation as Executive Officer, since he did not work in the Czechoslovak archive anymore.

The Executive Committee accepted his resignation and decided to wait until the elections in New York to appoint another deputy treasurer.

The Secretary General promised to write a letter to Mr Brejcha, in the name of the Executive Committee. He also announced that Mr Frida had been nominated in the place of Mr Brejcha.

On the other hand, Mr Zvonicec intended to make a declaration on the situation of the Czechoslovak archive to the present Executive Committee. The Secretary General wrote on December 24 a letter to Prof. Toeplitz, putting the problem of the possible participation of Mr Zvonicec before the meeting of the Executive Committee in Paris. As he hadn't receive any reply from Prof. Toeplitz, Mr Ledoux had phoned him a few days previously and it was agreed to send a telex to Mr Zvonicec, to invite him to be present at one meeting. The Executive Committee remained without news from Mr Zvonicec.

5. FIAF'S SEAT IN PARIS, dealt together with
6. APPLICATIONS FOR THE POST OF EXECUTIVE SECRETARY IN PARIS

The Secretary General informed the Committee that he had tried to find an office in Paris, by contacting two renting agencies. Rentals for offices in Paris are very expensive and a lease almost obligatory. The average amount for an office in the centre would be of 100.000 N.F. (down payment for a 9 years lease), plus a modest monthly rent (\pm 1.200 N.F. per year).

On the other hand, the Secretary General had an offer from Mr Barbin, through the Centre National de Cinématographie, which has two floors and would agree to hire one floor to F.I.A.F., with a lease of 40.000 N.F. and a monthly rent of 300 N.F. but with the possibility of keeping an office in it for its own use.

Mr Van Dyke was reluctant to reopen the discussion about the Secretariat in Paris, as decisions had been taken in Leipzig.

Mrs. Pogacic and Borde completely agreed with him, but thought discussion should be opened again.

Mr Pogacic suggested maintaining the present situation, with Mrs Recht. The money saved in such a way could be allocated to working commissions and to enabling specialists to attend them.

Mr Borde also found the present system very practical: legal seat in Paris, working secretariat in another town.

Mr Pogacic thought that the Executive Secretary was to always be with the Secretary General. In any case, Mr Van Dyke stated that the Executive Secretary must be trained in Brussels, by the Secretary General.

The Secretary General thought that to reach good results, we should have somebody with experience of working in an archive. This was the opinion of several members. In the event of this not being possible, the future Executive Secretary would have to stay for a few weeks in several archives, to learn how an archive works.

6.

Mr Volkmann proposed that the Secretariat be established in a neutral town, like Vienna. He also proposed the drawing up of a work plan for five years, beginning with the charge of the administration. The Executive Secretary could then be asked to deal with more complicated matters, such as projects.

Mr Van Dyke considered it impossible to find a really valuable and dynamic man, who would have to be paid in excess of the budget available.

Mr de Vaal proposed that an Executive Secretary be employed like the previous ones, and that he be given more and more responsibility.

The Secretary General read the duties of FIAP's Executive Secretary, drafted by Mr Lindgren. These imply that such a person of high level wouldn't be willing to undertake real secretarial work, such as typing.

Mr Gever asked who was to assume the Secretariat during the periods of training of the Executive Secretary. Mr Klaué proposed that the administration and the periods of training be done alternatively by the same person.

Mr Van Dyke asked what would happen to a FIAP Secretariat in Paris, should Mr Langlois ask for the reintegration of the Cinémathèque Française into FIAP ?

Mr Privato considered that in any way, after the battle which had been won, the idea of abandoning Paris as the legal seat and secretariat could not seriously be considered.

Further to these discussions, and due to the presence of Mr Lindgren at the second day's meeting, Mr Van Dyke proposed that a decision be made on these matters.

It was finally decided :

1) to try to find an office in Paris.

A formal vote was taken to authorize the Secretary General to take a lease up to 60.000 F.F. for an office.

The Committee decided not to retain Mr Barbin's proposal.

2) to try to find a half-time secretary, with the possibility of hiring temporary help, when necessary. English and French are indispensable, Russian would be welcomed. A secretary residing in Paris would be preferable.

The following advertisement had been published throughout the archives in several newspapers of English and French speaking countries: Belgium, Canada, France, England, Switzerland, U.S.A. :

" The International Federation of Film Archives (F.I.A.F.), which is " " concerned to maintain co-operation between film archives throughout " " the world and to promote their work at the international level, in- " " vites applications for the post of Executive Secretary, full-time or " " half-time, to take charge of its headquarters in Paris. Applicants " " must have demonstrable interest in the cinema, and fluent French and " " English. Applications must be received before 28th February 1969, on " " an Application Form obtainable from Mr Jacques LEDOUX, General Secre- " " tary of F.I.A.F., 23 rue Ravenstein, Brussels 1."

More than a hundred applications for the post had come in recently to the Secretariat in Brussels. Copies of these were handed over by the Secretary General to all members of the present Executive Committee. They were to make a first choice and communicate it to the Secretary General.

It was decided to set up a commission for the selection of the Executive Secretary and the office. This commission would meet in Paris, all expenses being paid by F.I.A.F.

The commission was nominated as follows: MM. R. Borde, J. de Vaal, J. Ledoux and E. Lindgren.

The presence of three of them would be sufficient to act as the commission for selecting the Executive Secretary, two for finding an office. But everybody would write his suggestions to the Secretary General, before the meeting.

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The Secretary General also reported on his meeting with Me Boitard concerning the pending litigations about the sequestration of the rue de Courcelles. It seemed that the best thing to do would be to let Me Boitard proceed with the case.

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INFORMATION LETTER

The preceding Executive Committee had decided to send out to all members the information given by the archives participating in the meetings and include also some news published on archive work in newspapers and magazines.

But as archives are sometimes criticized in these articles, it was decided to ask for their possible comments, before sending it out.

* * *

7. MEMBERSHIP PROBLEMS

Osterreichisches Filmmuseum

Due to the attacks made by the newspapers against this archive, Mr Klaue thought that the archive would have to react, but the Secretary General was of the opinion that FIAF should not intervene before being asked to. Mr Klaue insisted on the fact that the Committee should take an interest in the question.

Mr Van Dyke said that Mr Konlechner was prepared to give any information FIAF would like to obtain on this matter.

Library of Congress

Mr Breitenbach had asked for more details concerning the possible application of the Library of Congress to membership. These had been sent to him and the Secretary General now awaited his definite application.

Centre National de Cinématographie

The Secretary General, during his visit to Paris in February last, was told by an officer of the Centre National de Cinématographie, that it was considering an application for associate membership. On reading the rules, only the provisional and full membership categories seemed to be appropriate.

The Secretary General told him that it was the Archives du Film department which was to be a member of FIAF and not the Centre National de Cinématographie. Anyway, he had not received a formal application yet.

Magyar Filmtudományi Intézet és Filmarchivum

A new director has been appointed, Mr Sandor Papp, in the place of Mr Szilard Ujehlyi.

British Institute in Barcelona

The Secretary General had replied to an enquiry from this Institute about possible membership to FIAF but so far remained without news.

Cinémathèque Algérienne

Mr Borde informed the Executive Committee that having asked for the deposit of an Algerian film distributed in France, he received the reply that the Cinémathèque Algérienne would only deposit films with Mr Langlois.

Ceskoslovensky Filmovy Ustav - Bratislava

The Secretary General read out a letter he had received from M. Kominar, asking for information about membership, and his reply. He proposed waiting for the opinion of Mr Zvonicec but anyway this possible application would have to be accepted, considering the political development in Czechoslovakia.

At the demand of Mr Pogacic, as to whether these archives would have the right to exchange the films they hold from other archives, the Secretary General answered negatively but stated that the question would have to be discussed with Mr Zvonicec.

Filmhistoriska Samlingarna

The Svenska Filminstitut had paid the subscription of Filmhistoriska Samlingarna and the Secretariat has acknowledge receipt of this subscription in the name of Filmhistoriska Samlingarna.

Korean Film Archive

This archive had paid its subscription, but we remained without any other news.

Cinémathèque de Lyon

The application has been pending since the Executive Committee in Prague, when it was decided to wait for a clarification of the situation in France.

Mr Borde informed the Committee that no archive existed yet, but only a Committee for the creation of a Museum, under the direction of Mr Genard, who had his collection of equipment and to whom the collection of 2.500/3.000 Lumière films owing to Lumière family had been given. Mr Borde was in favour of offering them the category of correspondent.

The Secretary General proposed that a letter be written to the Committee for the Creation of the Cinémathèque de Lyon, with a view to finding out if they still wanted to apply for membership and, in the affirmative, to propose their candidature to the General Assembly in New York.

Library of Congress

Mr Van Dyke had discussed the matter with Mr John Kuyper. They will apply for full membership, if the Museum of Modern Art is in agreement. The only problem which worried the Library of Congress was the question of film exchanges between archives. The matter was still being studied.

American Film Institute

Mr Van Dyke was in contact with Mr Sam Kula and Mr George Stevens Jr about the matter.

8. TREASURER'S REPORT

The Secretary General had been advised by telex, on February 28th, that Mr Morris was unable to attend the Executive Committee meeting. He gave a resumé of the financial situation of FIAF as follows :

" Regret unable attend Executive Meeting. Financial statement 1968 is " " completed but not typed for distribution. I have tried to draft a budget " " for 1970 but think this futile exercise until Committee reaches decision " " on salaries for executive secretary and other possible staff and also of- " " fers guidance on rent for Paris office. As of december 31, 1968, FIAF " " bank balance in both accounts 73.500 francs, balance of income over expen- " " diture for 1968 approximately 25.000 francs, all 1967 memberships now paid " " including Pyong Yang, but only half membership fee still from Milan."

The Executive Committee decided to wait until the New York meeting, to meet the Treasurer and obtain more information about the financial statement of the federation.

9. F.I.A.F.'S PROJECTS

Some new projects were submitted to the Executive Committee, as follows :

1^o 1970 - 75th Anniversary of Cinematography

The Staatliches Filmarchiv proposed to celebrate this anniversary :

- a. by arranging special programmes, which could be co-ordinated or exchanged with the help of FIAF Secretariat.

(Mr Pogacic suggested a programme of primitives)

- b. by organizing retrospectives, co-ordinated and patronized by FIAF.

- c. by increasing the publicity of the archives, making themselves known as well as FIAF i.e. in organizing press conferences
- d. by publishing a booklet on FIAF activities, to be sold at international festivals.

This very interesting suggestion will be put on the agenda of the General Meeting in New York.

2^o Filmarchivwissenschaftliche Beiträge

Mr Volkmann announced that the Staatliches would start, under his supervision, the publication of a series under the above title, with the intention of helping their own staff as well as those of all the archives, who would find in it useful suggestions on collections, evaluation, cataloguing, archive, techniques, etc.

A circular letter was to be sent to all members, to invite them to participate in this work. Free copies of these series would be made available to them thanks to their contribution. The series would be published in German, with French, English and Russian summaries.

The Executive Committee congratulated Mr Volkmann for this useful project.

3^o Jay Leyda's project : Kuleshov

The Secretary General informed the Committee that he had received a letter from Mr Jay Leyda, suggesting that Mr Kuleshov himself be asked to remake a new film of his famous experiments made in 1918-1920, of which copies were lost in World War II. This film could then be made available to the archives and schools of various countries.

Mr Jay Leyda asked FIAF to write to the Moscow Film Institute (V.G.I.K.), of which Kuleshov is professor, with a view to supporting this interesting project.

Mr Klaue proposed that this project be discussed first with Mr Jay Leyda, Mr Privato, Mr Kuleshov and the Staatliches Filmarchiv, before asking FIAF's support.

4^o Publication of an "Atlas" for the identification of American slapsticks

Mr Klaue suggested that this work, proposed by Mr Myrtil Frida, should be passed on to the Commission for Identification and that photocopies of this "Atlas" could be made available to FIAF members. However, no commercial publication of this work should be made.

12.

5° C.I.C.T. first meeting in Paris, on February 28th, of the "Sous-groupe européen du groupe permanent sur l'Application des méthodes électroniques au catalogage des films et des programmes de télévision" :

As Mr Toeplitz was not in Paris and MM. Klaue and Ledoux were taking part in the FIAF's Commission for documentation and cataloguing in Brussels, FIAF was not represented in the CICT's meeting. The Secretary General had tried to obtain a modification of the date of the meeting in Paris, but without success. He was to send to Mr Klaue the minutes of the meeting when he received them.

6° Secrets of the Film Archives

A letter had been sent out by the Secretariat to specialized libraries, to offer them this booklet, at the price of 2.- \$ (-33% usual commission). Some of them already had ordered a certain number of copies.

7° Remarks of M. Fabian, from Filmolaque, Paris

The Secretary General communicated a letter he had received from the above, with observations concerning some items of the Manual for Film Preservation.

This letter was handed over to Mr Volkmann, who was to reply and send a copy of his letter to FIAF Secretariat.

8° Annual bibliography of publications interesting archives' work :

Mr Ledoux will present this project in New York.

PROJECTS AND PUBLICATIONS UNDERWAY

1. Preservation and acquisition

1° Manual for preservation of films (Mr Volkmann)

A new German edition would be brought to New York, giving some changes concerning the colour films.

2° Kalvar (Mr C. Young)

Mr Van Dyke reported that Mr Colin Young had arranged a demonstration of this method in New York, during the Congress.

3° Completion of films (MM. Klaue, Ledoux)

Mr Klaue would report in New York about the practical way to complete Metropolis. If possible, two completely different copies would be shown.

4^o Methods for sticky films and fire-proof systems (Mr Volkmann)

No news for the moment, but Mr Volkmann would report on these matters in New York.

5^o Problems of identification of films (MM. Brown, Frida)

Mr Frida would report in New York about this project, introduced last year by Mr Brejcha.

6^o Customs (Secretariat)

The enquiry is on hand.

7^o Insurances (Mr Ledoux)

The enquiry is on hand.

B. Filmography8^o Embryo (MM. Borde, Frida, Leyda)

Mr Klaus reported that the new edition would not be ready for New York, but well for 1970.

9^o Films on the cinema (Mrs Draskovics)

The Secretary General wrote to Mr Papp, new Director of the archive, to remind him of this project. He received no reply. Without news at the moment of the New York Congress, he would offer the work to another archive.

10^o Catalogue of animated films produced before 1940 in members collections (Mrs F. Jaubert)

Nothing to add, since Mrs Françoise Jaubert said she would take over this project of Mr Coté.

11^o Catalogue of sound feature films

This project had to be kept off the list, the cards being sent back to the archives which collaborated, as was decided in Leipzig.

12^o Enquiry about cataloguing and use of documentary films in archives (Mr Klaus)

The study was on hand and Mr Klaus would report in New York.

14.

13^o Filmography of German silent feature films (Mr Berg)

Six volumes, if no more, would be ready for New York Congress.

14^o List of filmographical sources (Mr Toeplitz)

No news of this project which was in the hands of Mr Toeplitz, who would report to the Committee.

C. Bibliography

15^o Bibliography of FIAF members' publications (Mr Morris)

No news. The Secretary General would write to Mr Morris to remind him this work.

16^o Bibliography of books and periodicals published before 1914, including sources in specialized libraries and collections outside FIAF (Mr Ledoux)

The Secretary General would report on this project in New York.

17^o Annual bibliography of books on the cinema (Mr Teodorescu)

It has been decided to wait until New York and see what Mr Teodorescu would have done about this project, before taking any decision for further handling of this work.

D. Miscellaneous

18^o Telex network between archives (Mr Ledoux)

No news.

19^o The Pool

On the statement given by Mr de Vaal appeared a loan of film (Kühle Wampe) to the Goethe Institut in Paris. Films should not be lent to any-one other than archives.

The regulations of the pool should be studied more seriously and Mr de Vaal was asked to bring the catalogue and the rules to the next Executive Committee for that purpose.

20^e Exchange of personnel among archives

Mr Ledoux said how happy he was about the presence of Mr Jak Salom, from the Turk Sinematek Denergi. He expressed the hope that these exchanges would become general.

Mr Van Dyke informed that he also had a "stagiaire" for the moment at the Museum of Modern Art.

21^e Organigrams

New organigrams and corrected ones have been asked from all members and a supplement would be given to the members at the New York Congress.

22^e Report on vaults by Dutch engineers

M. de Vaal had a very interesting report which was the result of a scientific research from an official body dealing with explosives, but it was written in Dutch.

The Secretary General proposed translation of this report in English, and if possible in French.

Mr de Vaal agreed to prepare these translation(s) for New York.

10. EXTENSION OF FIAF'S ACTIVITIES

As decided in Leipzig, the Secretary General met Stanley Reed recently in London and informed him of the discussions and decisions taken in Leipzig. Mr Reed was very interested in the list of films free of copy-right to be circulated in the schools and universities.

On the other hand, Mr Toeplitz, unable to come to Paris, was also unable to get in touch with the Unesco.

As to the rumors, mentioned by Mr Toeplitz in Leipzig, that some American productions would be circulated throughout the world, Mr Van Dyke gave the following explanation : the U.S. Embassies asked for five copies of five programmes of classical American films to be circulated and the Motion Picture Association of America made copies of some films to be distributed through the Embassies. There was also talks of the circulation of underground experimental films of the last ten years. On the other hand, the American Film Institute had announced a limited circulation of some films, but in the U.S.A. only. There was also a tendency to try to stimulate exchanges between U.S.A. and Eastern countries. For example, the Museum of Modern Art organized some retrospectives devoted to Eastern countries, through the intermediary of the M.P.A.A.

This kind of activity demonstrated the interest of the American film industry in the Eastern countries and archives should take advantage of such situation.

Mr Van Dyke would welcome any suggestion in this direction before the meeting in New York. He then recalled the point under discussion, i.e. whether or not FIAF should extend its diffusion activities and if yes, how ?

Mr Lindgren said the problem had to be approached legally. Producers and distributors would have to be convinced that after some years, copies should be circulated in schools and universities, conditional upon the payment of a royalty (in the same way as royalties are paid for the use of records).

Mr Van Dyke had come to the conclusion that diffusion might certainly be considered as one of FIAF's aims, but that the federation should not deal directly with it.

Mr Klaue proposed that this specific activity be recommended to an organization linked to FIAF. Mr Pogacic asked if FIAF could then supervise this activity ?

Mr Geber gave as an example the fact that the Swedish Ministry for Cultural Affairs had chosen some classical films, had had them subtitled and had circulated them in various countries. The Swedish Film Institute paid 25% of the costs of the copies, but these were always booked and never available for the Swedish Film Institute purposes.

Mr Van Dyke said the Museum of Modern Art was acquiring copies of underground films at laboratory cost for diffusion among schools and paid 25% of the rents to the Filmmakers' Cinematheque. But he thought that this way of handling the matter was out of the question for FIAF.

In conclusion, Mr Lindgren proposed recommending to the Congress the nomination of a Commission to study the ways and means of shortening the exclusive copyrights' life. He would report on the matter to the Congress.

Mr Van Dyke was to find out what was the best time for discussion with the M.P.A.A. in New York.

11. RELATIONS WITH F.I.A.P.

The relations with the producers were in fact considered under previous point 10. No special comments were made concerning FIAF relations with FIAPF.

12. NEW YORK CONGRESS AND EXECUTIVE COMMITTEE PRECEDING

Mr Van Dyke gave some additional information concerning the organization of these meetings.

1º Tape-recorders and interpreters

Tape-recorders will be available for the Executive Committee and the General Assembly. Interpreters would surely be provided for the General Assembly, and if possible for the Executive Committee.

Mr Privato agreed that Mr Van Dyke would take all necessary steps to obtain in his name a Russian interpreter from the Soviet delegation at the United Nations.

2º Arrivals

Mr Van Dyke insisted that all members of the Executive Committee should communicate their exact date and hours of arrival, in order to enable the Museum of Modern Art to come and meet them at the airport.

3º Budget

With regard to the budget and in reply to the question asked in Leipzig, a total amount had not been foreseen to cover the participation of 31 full members. So there would be no balance to settle the problem of the presence of Mr Banaskiewicz and Mr Toeplitz, of Mr Volkmann and Mr Klauke and of Mrs Barry, but Mr Van Dyke would study their cases with a view to obtaining an arrangement.

As to the presence of Mr Toeplitz, if Mr Banaskiewicz represented the Warsaw archive at the Congress, M. Pogacic, Privato and Volkmann were of the opinion that FIAP would pay for his participation, not as representative of the Warsaw archive, but as President of the FIAP.

As far as the delegate of the Indian archive was concerned, Mr Van Dyke asked the Secretary General to advise them to introduce a special request for the attention of Mr Peter Mc Cray, J.D. Rockefeller's 3rd Fund, asking him to extend their contribution to the Indian archive.

Furthermore, Mr Van Dyke was very sorry, but he could not find the money to bring all members of the Latin American archives to the Congress. Mr Geber, who met Mr Solanas, and also Mr Francis Zécio, said they deeply wished to attend the Congress as observers.

4^o Other meetings (extra Congress)

Mr Van Dyke would also plan an unformal meeting with the Motion Picture Association of America.

The visit to Washington on Sunday would possibly be arranged, by chartered bus for the day, but the question of the room charge for the extra night was not yet settled.

5^o Visas

Mr Van Dyke informed the Committee that the visas had already been granted in Washington for MM. Klaue, Toeplitz and Volkman, but that formal invitations would be sent in any case to all Eastern countries.

6^o Time-table

It was decided to hold two meetings each day, with a view to holding 8 sessions :

from 9.30 a.m. to 12.00 a.m.
from 14.30 p.m. to 18.00 p.m.

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NEXT CONGRESSES

The Secretary General proposed La Habana for 1970, but as there was no official demand from La Habana, the Committee thought that this suggestion could not be retained for 1970, but of course had nothing against the organization of a Congress later on in Cuba.

Mr Volkman proposed Warsaw, as the Congress had not been held there for 14 years. Mr Privato and himself would support this demand, before the Congress in New York.

The possibility of Toulouse was also brought up, or any other place in the South of France.

Bucarest, Copenhagen, Tirana and Vienna were also proposed as places for the 1970 Congress. Paris was considered, but rejected for the moment.

The Secretary General was to write to the archives with a view to finding out which one would accept to act as host and organize the 1970 Congress.

13. REPORT OF THE COMMISSION FOR DOCUMENTATION AND CATALOGUING

Mr Klaue reported on the work done by the Commission in Brussels, under the following items :

- 1) completion of "maximum data" form for feature film catalogues
"maximum data" for newsreel cataloguing
- 2) consideration of "minimum data" for animated and puppet films
- 3) standard classification schemes for non-fiction films
- 4) storage and cataloguing of stills
- 5) discussion of machinery for co-ordination of indexing
- 6) standardization of abbreviations of periodicals
- 7) suggestions of periodicals which should be put on microfilm
- 8) consideration of recommended "genres" for cataloguing.

The Commission also studied two draft forms prepared by Mr Klaue, the first for the exchange of filmographic information between archives, the second one being a questionnaire on related materials.

The difficulties met by the Commission in accomplishing valuable work and in reaching efficient results were due, in the opinion of both Miss Davies and Mr Klaue, to the fact that FIAF had never foreseen agreements concerning the organization and the work of commissions and that, in the case of this commission no specific tasks were set by the Executive Committee.

The Secretary General read two reports (annexed to these minutes), one by Miss Davies and the other by Mr Klaue, giving their opinion on the subject. Mr Ledoux objected that the work was not well prepared in any case, but Mr Lindgren thought that the biggest mistake had been to put documentation and cataloguing together. Mr Van Dyke and Mr Pogacic preferred to split this commission into two parts, one for Documentation, the other for Cataloguing. It was then agreed to dissolve the Commission and reorganize two new ones, each containing at least one member of the Executive Committee.

On the basis of the reports of Miss Davies and Mr Klaue, the following points were then outlined by the Executive Committee, as regulations to be observed for all FIAF's Commissions :

1. The Chairman of each Commission would be elected by the Executive Committee and would propose the members of this Commission to the Executive Committee.
2. A Vice-Chairman would be also elected by the Commission, to replace the Chairman if needed.
3. The Chairman would be responsible for the work of the Committee, for calling for the Committee's meetings, etc.
4. As far as possible, the Executive Secretary would take the notes and make the minutes of the meetings, under the responsibility of the Chairman.
5. The Chairman of the Commission might propose a new member to the Executive Committee.
6. The Commission should consist of a limited number of specialist workers. There should be a stated maximum of SEVEN members, chosen for their experience rather than as representatives of a particular archive.
7. The Commission should be given definite terms of reference, in writing by the FIAF Executive and instructed to produce a report within a stated line.
8. The Commission should meet in private but should be empowered to call for evidence or reports from non-members.
9. The Commission meetings should preferably be held outside the framework of FIAF General and Executive meetings, leaving any Commission members who are also at the Executive free to attend.
10. All votes for commissions to be taken by simple majority.

In any case, it was agreed that the present Commission would decide who will report in New York, considering Miss Brenda Davies as Chairman of the Commission for Documentation and Mr Klaus as Chairman of the Commission for Cataloguing.

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The Executive Committee meeting was officially adjourned at 5.30 p.m. on March 4th 1969.

FIAF COMMISSIONS

The FIAF statutes and regulations do not include any agreements concerning organization or the working method of the commissions. This has proved to be faulty from our experience up to now. Some problems have arisen which in my opinion should be considered within a basic regulation :

Who may or who should chair a commission ?

Are commission members elected or appointed ?

How should commissions be formed ? Should they be formed by members who by chance are present at a congress, or should the members be selected from specialists of different fields working in the various archives ?

What is the exact organizational form of a commission (chairman, one vice-chairman, managing committee) ?

Will the deciding group of a commission be elected or appointed ?

May all member archives participate in the commission meetings or exclusively the appointed or elected members ?

Should we agree on a voting procedure for commissions (principle of the simple majority or 2/3 majority) ?

In what way may someone be made a commission member by a later election or appointment ?

Those are the questions that have appeared to me from the work of our commission so far.

I think it necessary to fix a precise wording for rules of commission work, not for bureaucracy's sake but to make work more efficient and to avoid misunderstandings.

I should welcome it if the Comité Directeur would consider this problem.

K l a u e

To the Secretary General of F.I.A.F.

From Brenda Davies, National Film Archive, London.

MEMORANDUM FOR SUBMISSION TO THE EXECUTIVE

Subject : F.I.A.F. Commissions

As a result of my very limited experience as Chairman of the F.I.A.F. Commission on Cataloguing and Documentation set up at the Annual Congress in London last year, I would like to submit a few observations on the organization of such commissions.

I should perhaps begin by explaining my own idea of the function of such a Commission. As I understand it, a Commission is a small group of specialists, appointed by a parent body, to study certain specific problems in some detail. On completion of its studies, it reports its conclusions and recommendations to the parent body which is free to accept or reject them.

When the Commission on Cataloguing and Documentation was set up in London, it was given no specific tasks, no "terms of reference". Consequently, much of the time in London was spent in discussing its aims and deciding what its main work should be. The Commission then reported to the F.I.A.F. Executive setting out the programme of work it hoped to accomplish before the next Annual Congress.

The Commission has continued to work towards its stated aims, but at the Leipzig meetings (which I did not attend) I gather that the discussions developed into a sort of Open Forum in which members of the Executive and various observers took part and much the same pattern has developed in Brussels. Please, understand that I am not suggesting that such an "open forum" or "symposium" is a bad thing. On the contrary, it is a most valuable way of exchanging ideas, meeting colleagues and discussing common problems. But in my opinion, it is not possible to organize the work of a Commission satisfactorily within this framework.

My suggestion would therefore be that F.I.A.F. should consider setting up occasional meetings or "symposiums" on some aspects of Archive work (The Gottwaldov meeting on film identification seems to have been of this nature). Any interested parties could be invited to attend (from outside F.I.A.F. too perhaps, in some cases), but the meetings should be conducted by a member of the F.I.A.F. Executive. As a result of such general discussions, specific common problems would come to light and these could then be referred by the Executive to small commissions of specialists (i.e. people whose day-to-day work is concerned with the subject in hand). Such Commission should then meet privately and discuss in depth the technical details involved. They would be guided by the Executive. The sort of rules I have in mind are as

follows :

1. A Commission should consist of a limited number of specialist workers. There should be a stated maximum of SIX or eight members, chosen for their experience rather than as representatives of a particular archive.
2. A Commission should be given definite terms of reference, in writing by the F.I.A.F. Executive and instructed to produce a report within a stated time.
3. A Commission should elect a Chairman and a Vice-Chairman and the duties and responsibilities of these two should be clearly laid down by the F.I.A.F. Executive.
4. A Commission should meet in private but should be empowered to call for evidence or reports from non-members.
5. Secretariat assistance should be provided by F.I.A.F. at all Commission meetings so that competent minutes can be prepared.
6. Commission meeting should preferably be held outside the framework of F.I.A.F. Executive meetings, leaving any Commission members who are also at the Executive free to attend.
7. All Commission expenses, including travel, should be a central responsibility of F.I.A.F. rather than of individual Archives.

All the foregoing is entirely my own personal view of the matter which may not be shared by all my Colleagues on the Commission. It may well be that the F.I.A.F. Executive has already considered and rejected the kind of system I am Proposing. I feel however that if F.I.A.F. Commissions are to be expected to produce serious and concrete results some such organization will be needed.