

EXECUTIVE COMMITTEE MEETING
Tunis, November 15-17, 1994

Present :

Officers

Robert DAUDELIN	President
Eva ORBANZ	Secretary General
Clyde JEAVONS	Treasurer

Members

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

Commission Heads

Gabrielle CLAES, Deputy Chairman (from 16/XII/94)	Commission for Programming and Access to Collections
Harriet HARRISON Henning SCHOU	Cataloguing Commission Technical Commission

Honorary Member

Wolfgang KLAUE

Secretariat

Brigitte VAN DER ELST	Executive Secretary
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Excused :

Jorge NIETO
Ronald MAGLIOZZI
Joao BENARD DA COSTA

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

1 ADOPTION OF THE AGENDA

The agenda was adopted with the following addition : "Mandate of the Commissions", under point 5.

2 APPROVAL OF THE MINUTES OF THE EC MEETINGS IN ROMA/BOLOGNA

The minutes of the EC meetings in Roma and Bologna were approved with the following correction : delete the name of Mr MAGLIOZZI which had been included by mistake in working group for the future of FIAF (top of page 9, 1st meeting, and bottom of page 4, 2nd meeting).

3 MATTERS ARISING FROM THE ROMA/BOLOGNA MEETINGS

First EC meeting :

Page 3 (Newsreel Symposium 2) : Mr JEAUVONS reported there now was a firm plan to hold a second Newsreel Symposium in June 1996 in London, on an international basis. Taking place a century after the assumed birth of the newsfilm, this symposium would be based as a cinema centenary project at the National Film Theater.

Page 11 (A Film Show for FIAF): Mr JEAUVONS believed the negative response to this project pointed to the necessity to re-examine the whole issue of fundraising from archives for FIAF. However, he thought that such ideas should be pulled into whatever fundraising effort we come up with.

Page 12 (Fundraising Committee) : Mr JEAUVONS confirmed that the group had been dissolved.

Page 13 (FIAF cinema centenary logo) : given the low demand from the membership for the FIAF centenary logo, Mr SMITHER proposed to help the Secretariat in drafting a reminder to FIAF affiliates which would make them better understand the association between FIAF and their centenary projects.

Second EC meeting :

Page 3 (Open Forum de-briefing) : Mr DAUDELIN said he would convey to Paolo Cherchi Usai Mr OPELA's concern that the misunderstanding about archives collecting non-feature films should be cleared by some article in the FIAF Journal.

4 CANDIDATURE FOR FIAF'S SENIOR ADMINISTRATOR

The recruiting of the Senior Administrator for FIAF, launched last Spring mostly among FIAF affiliates, had yielded a total number of 6 applications. Four of the candidates had been selected to be interviewed in Brussels by the recruiting group, prior to this meeting. They were : Claire Dupré la Tour (France), Kay Gladstone (UK), Gwenan Owen (UK) and Christian Dimitriu (Switzerland). After

a long discussion, considering his "inside knowledge" of FIAF on the one hand, and the urgency of tasks awaiting him on the other hand, the recruiting group had decided to formally recommend to the EC the hiring of Christian Dimitriu as Senior Administrator for FIAF, for a trial period of 2 years, starting January 1, 1995. The initial gross salary amounted to 40,000 US\$ per year, to be reviewed after the first year and after the second year.

The recruiting group's recommendation was unanimously accepted by a show of hands.

Mr KLAUE stressed the importance of clarifying at this stage the tasks of each member of the Secretariat's team.

The recruiting group had learned from interviewing candidates Kay Gladstone (Imperial War Museum) and Gwenan Owen that the FIAF should definitely improve communication with 1) lower levels of staff than heads of archives and 2) the category of Associates. There still was too strong a feeling of "elitism" on the Executive Committee's part.

5 MANDATE OF THE COMMISSIONS

The long discussion which took place about the Commissions' mandate covered the following categories of issues :

Relations between the Executive Committee and the Commissions

It was generally agreed that the EC should take a much stronger role in directing and controlling the work of the Commissions. Many EC members agreed with Mr JEAUVONS that the EC and the Commissions should first concentrate on issues (as opposed to projects) linked with the general objectives of FIAF and, having determined these issues, direct and control programs of work. Such issues could be : film museums, copyright, legal deposit, acquisitions...

Mr KLAUE felt the deficit in the result of Commissions' work was due to the limitations within which they were obliged to operate : Commissions are dependent on voluntary work by experts specializing in particular fields whose personal qualifications influence the nature of projects they are able to undertake. We should not give the Commissions too wide a spectrum of tasks but define limited projects with precise deadlines. To Mr JEAUVONS, such projects should be laid out by working groups engaging with all levels of staff in archives.

Mr SMITHER seconded this approach. So did Mr COSTA adding that Commissions should be encouraged to frequently deliver practical - though maybe incomplete- conclusions of their work in form of publications.

Mr JEAUVONS believed that coordinating, reviewing and monitoring the work of the Commissions was part of the Senior Administrator's profile. The latter should therefore be briefed very thoroughly on this subject.

Specificity of existing Commissions

There was a long discussion on the question of whether or not the nature and status of the Cataloguing and Documentation Commissions should be reformulated. Considering the number of overlapping areas in the brief of both Commissions, the possibility of joining the two bodies was again evoked.

To Mr JEAUVONS, both Commissions had the same generic nature, particularly as the data processing technology was merging not only inside FIAF but also in brother organisations. To Mr SMITHER, the basic difference between both Commissions lay in the fact that the one was dealing with films held in archives whereas the other was dealing with non-film material held in archives. Therefore, we might need to have a Commission for non-film materials and a Commission for film analysis. In the same way we might recognise differences in emphasis between a Commission for Programming and another for Access. Mr COSTA agreed, saying that even if we re-created a single Commission, it should include two separate working groups on film and non-film materials.

Mr KLAUE suggested that we envisage dissolving the Cataloguing and Documentation Commissions and re-creating a new Commission under new auspices that would deal with data handling, information handling, international database and network on archive holdings...

In his opinion, the leading project of the Cataloguing Commission should be a central database of FIAF members holdings, and the Commission had already achieved several preparatory steps to this project.

Mr SMITHER thought that appropriate tasks for the Cataloguing Commission could include the writing of extensions or elaborations on the Cataloguing Rules, the discussion of subject access, and the exploration of ethical or legal issues such as the "ownership" of catalogue data once it is shared across a national or international database.

Ms BLOTKAMP believed that the contacts between the groups working on the same topics should be improved and lead to the making of one joint report, which would encourage them to collaborate.

Relations between Commissions and the membership

Mr SMITHER welcomed the development of networks of corresponding members in individual archives, while pointing out that servicing such networks required a great deal of work. The work of the Commissions should be envisaged as a forum for getting people together at a lower than head of archive level (workshops or symposia organized by the Federation either internationally or regionally).

Mr KLAUE felt that a mechanism of renewing Commission members should be created, deploring the lack of interest from the membership to take part in the work of Commissions. Mr HORAK agreed.

Mr SMITHER pointed to the difficulty of renewing the Commissions' membership, as so many criteria had to be taken into account : personal and archival involvement, budgetary means, linguistic competence, field of expertise, geographical location...

Ms BLOTKAMP proposed the following approach : first to define issues and projects and secondly choose various means to achieve these projects : either through the Commissions or by appointing an expert in the field concerned and leave it to him or her to bring together whoever he wants in this working process.

As a conclusion, Mr KLAUE suggested :

1. to identify issues which have to be tackled by the Federation and examine how far they can be channeled through the Commissions;
2. to discuss possible rotating models for Commission Heads and Commission members;
3. to discuss these issues in the EC meeting in Los Angeles with the Heads of Commissions and come to a general agreement;
4. to present the results of our debate to the whole membership.

Decision : Ms BLOTKAMP, Mr KLAUE, Mr NIETO, Mr HORAK and Mr SMITHER to prepare the debate in a discussion paper including all issues that had been identified so far, with the collaboration of the Commissions.

6 ELECTION PROCEDURES

Referring to his written report, Mr JEAUVONS invited the EC to comment on the recommendations issued by the working group for the reviewing of FIAF's election procedures (C. JEAUVONS, J-M COSTA, R. DAUDELIN), that is :

The current open and democratic method of electing FIAF's chief officers (President, Secretary-General and Treasurer) prior to the election of Executive Members should be maintained . There is no good reason for changing the election procedures for Executive members and deputies either.

This was generally agreed. Mr KLAUE stressed the importance of maintaining the system whereby non elected candidates for Executive Officer posts still can stand on the list of Executive members.

In a general way, Ms BLOTKAMP thought that the membership should be better informed of the possibilities to stand for Executive Officer posts and/or EC membership.

Candidates or nominees for Executive Officer posts and/or EC membership should announce their candidacy in advance of the GA at which elections are due, and circulate to the membership, through the Secretariat, a brief statement identifying themselves, explaining why they wish to stand for election, and how they plan to serve and represent FIAF

on the EC. At the time of the elections and in open forum, the FIAF membership should be given a chance to pose questions to any of the candidates based on the statements they have made.

This proposal was agreed in its general terms and brought about the following comments :

Mr SMITHER, Mr KLAUE insisted on the statement's conciseness (about 1 page, including CV + motivations). Mr COSTA agreed but wanted the statement to also include concrete proposals. Mr OPELA preferred the statement to mention actions already undertaken by the candidate in his own archive rather than "intentions" and "promises", so as to balance dream and reality.

In anticipation of the amount of time necessary for the questioning of candidates' written statements, and with the fear that this could lead to controversial and polemic situations, Mr RICCI suggested that, after the distribution of the position papers, the candidate be made available for one or two small group meetings with anybody wishing to pose questions to them in private. However, Mr COSTA was very keen on trying to insert this discussion within the GA's agenda (max 1 hour).

Mr JEAUVONS favoured the notion that late applications should be accepted after the formal lists have closed (i.e. four weeks in advance of the GA, as suggested by Mr KLAUE), even up to the moment the elections take place. Late applicants would also have to deliver a written statement to be questioned by the GA. This proposal could be tested in Los Angeles.

In the case of unopposed candidates for Executive Officer posts there should be no "vote". The single nominee should be "elected unopposed" or, if preferred, by acclaim. This could apply also to the Executive Membership where the number of candidates does not exceed the places available. Similarly, Honorary Members, once recommended by the EC, should be elected by acclaim and not voted "for" or "against" in open session.

Mr KLAUE noted that the adoption of vote by acclamation in this case would require a change in the Rules. He believed the procedure for nominating Honorary Members should also be revised. According to Mr JEAUVONS, it was too soon to review the newly reviewed nomination procedure for Honorary Members, although we had to allow room for the growing number of people qualifying for these nominations.

Ms BLOTKAMP wondered how to face the situation when only one candidate is standing for an executive officer position, but not necessarily the *best suitable* candidate ? Mr JEAUVONS proposed two alternatives to face such situations : either we persuade individually or collectively another candidate to stand or candidates for executive officer posts must be formally nominated and supported by at least 6 full Members in order to qualify.

Mr JEAUVONS reported the sub-committee wanted to propose a system to elect or appoint a Member of the EC specifically to represent Provisional Members and Associates in a non-voting but full-speaking and participating capacity. Asking Provisional Members and Associates to elect a representative themselves was considered as the fairest way.

Mr SMITHER and Mr HORAK supported this proposal. Underlining the difference between the categories of Provisional Members and Associates, Ms VAN DER ELST suggested to appoint one representative per category.

As a conclusion, Mr JEAUVONS said the working group would come up with a more detailed set of recommendations and perhaps find a procedure for rehearsing some of the recommendations at the Congress in Los Angeles.

7 FINANCES

7.1. FIAF'S current accounts

Mr JEAUVONS commented on the 1994 accounts, explaining the budget was fairly close to expectations except that both income and expenditure were slightly below what had been budgeted for. This allowed us to predict a small credit balance against budget.

Unpaid subscriptions : the situation of the following archives in difficulty was examined individually :

Belgrade : 1993 & 1994 in arrears of payment, due to political sanctions. The Treasurer was sympathetic to their currency problem and their case would be reviewed at the next EC meeting.

Rio de Janeiro : 1993 & 1994 in arrears of payment, without any explanation. Mr TRUJILLO accepted to enquire about their situation.

Sofia : 1993 & 1994 were still due. Having visited the archive and being concerned by their genuine situation of hardship, Mr KLAUE recommended to wait until the end of the year and possibly subsidise them for one year.

La Paz : although FIAF had helped them out by paying half of their 1992 subscription, 1993 and 1994 still remained unpaid. It was decided to wait until the end of the year.

Luanda : 3 years in arrears of payment. Mr COSTA would find some way to contact them in order to investigate about their situation.

New York (Anthology Film Archives) : 1992, 1993 and 1994 were still due for payment. Mary Lea Bandy to be asked to contact them. Mr DAUDELIN suggested to send them a last warning.

Quito : 3 years in arrears of payment. No action to be taken until Mr TRUJILLO has enquired about their situation.

Bogota CD : 1992, 1993 and 1994 were in arrears of payment in spite of numerous reminders. Wait until the end of the year, pending news from Mr NIETO, before taking the ultimate step.

Ms ORBANZ suggested not to send our publications any longer to those late-payers who had not answered to our requests for justification and give them notice of this decision. This was agreed.

7.2. Confirmation of 1995 budget

Some adjustments were made in the 1995 budget to account for the hiring of the Senior Administrator and for some changes in the membership.

7.3. Report on a possible new scale for membership fees

Everybody agreed with the principle that FIAF should find a way of helping out archives in needy situations.

Mr JEAUVONS distinguished two sorts of hardships cases where financial help from FIAF could possibly be envisaged :

1. poverty of some archive having a "zero-ability" to pay their dues. Their subscriptions could then be subsidized from FIAF surplus revenue, on a "case by case" basis.
2. capital needs of archives in order to do their work. Archives could then apply, up to a certain amount, to the FIAF Reserve Fund.

Mr TRUJILLO seconded the case by case approach which he considered as being already a "new scale of membership fees".

Being very keen on the idea to introduce a fairer system for poor archives, Mr COSTA still favoured a different philosophy of subscriptions' scale based on the archives' annual budget. In collaboration with Mr NIETO and other European colleagues, he wished to further elaborate on Mr Gilmour's 1993 proposals and test them over a trial period of two years, in collaboration with Mr NIETO and other European colleagues. Ms ORBANZ seconded Mr COSTA's notion of a "fair" system for poor archives.

Mr JEAUVONS believed that the "scale" system, whatever it was, had to be worked out in considerable detail and with great clarity so that it was absolutely clear what the parameters were.

Mr KLAUE warned the EC against increasing annual subscriptions for certain archives. He feared this might become a very unpopular, complicated and time-consuming procedure. Furthermore, we should be cautious in presenting the reasons for such an increase; in no way should this be interpreted as a way of financing the new post of the Senior Administrator. He preferred to find an easier way of increasing our income and being fair to poor archives.

Ms BLOTKAMP agreed with the idea to ask larger contributions from certain archives but only on a voluntary basis. Mr KLAUE doubted we could get voluntary contributions as these often depended on governmental decisions. Ms BLOTKAMP then proposed

a system whereby we would raise subscriptions and then allow the more needy archives to argue for special reductions. Mr HORAK preferred Ms BLOTKAMP's idea to Mr GILMOUR's system which might lead to continuous re-assessing of the archives' national budget. Mr COSTA also welcomed Ms BLOTKAMP's suggestion, adding that subscriptions should be raised according to a sliding scale differentiating the rich from the poor archives in categories designated by a FIAF committee for subscription fees (incl. the senior Administrator). Such classification would result from a theoretical exercise based on each archive's annual report, its funding level, the size of its collection and its national development. In the end, archives would be allowed to question the category if unappropriate.

Mr KLAUE proposed to use the United Nations' categorisations (based on national income) as an orientation and grant newcomers from developing countries a reduction of subscriptions over a limited period (two years).

It was finally decided that Mr COSTA's initial proposal would be tested on paper in close collaboration with the Senior Administrator, taking into account the variations of methodology made during this discussion.

8 MEMBERSHIP QUESTIONS

8.1. Reconfirmation of Members

Apart from Brussels and Roma, the archives due for reconfirmation (Praha, Stockholm, Sao Paulo, Warszawa) had not fully completed the procedure, only returning the reconfirmation questionnaire and failing to provide the annual budget, as required in Rule 2.

In the future, the Secretariat was asked to send a reminder earlier to archives due for reconfirmation and be more precise in the request letter.

Decision :

- La Cinémathèque royale and Cineteca Nazionale/Centro Sperimentale del Cinema were reconfirmed in their status of Member of the Federation.
- the other reconfirmations were postponed pending reception of their annual balance sheet

8.2. Reconfirmation of Provisional Members

Referring to the non-reconfirmed Provisional members in Bologna, two hard cases were singled out : Cinemateca Nacional de Angola (Luanda) and the Anthology Film Archives (New York), who had not paid their dues for 1992 and 1993 nor sent their annual reports for the same years.

Ms ORBANZ stressed the importance of the annual report.

Mr COSTA pledged to contact Cinemateca Nacional de Angola in Luanda and Mr DAUDELIN was to ask Mary Lea Bandy to contact the Anthology Film Archives in New York.

Decision :

- all in favour of reconfirmation of Hanoi, Bangkok, San Juan, Den Haag, Barcelona, Managua, Cairo and Quito.
- reconfirmation of Cinemaeca Nacional de Angola and the Anthology Film Archives was postponed pending justification of their situation

8.3. New candidates for affiliation

Medellin : Centro Colombo Americano

Having no aspiration to build a film collection, no commitment to preservation, no letter of collaboration and no aim fitting the aims of FIAF, their candidature as Provisional Member was unanimously rejected.

Ms BLOTKAMP pointed out that Mr NIETO's letter in which he commented the present candidature was referring to the necessity for the EC to discuss new categories of affiliation.

Mexico : Fundacion Carmen Toscano

To Mr SMITHER, deputy Secretary-General, this candidature was similar to the case of Méliès Association in France : a "family structure affair", with unique material not available anywhere else.

Mr TRUJILLO supported their candidature as Associate. Having visited the candidate's place, he reported they had a very important collection, held in very good conditions and accessible to researchers. They still needed to transfer a lot of nitrate films onto safety stock and intended to set up special climate facilities.

Mr KLAUE and Mr HORAK also spoke in favour of their admission as Associate.

Decision : 12 in favour of the admission of Fundacion Carmen Toscano as Associate
1 abstention

Following Mr OPELA's request, it was agreed to ask the Fundacion to provide us with details about the size of their collection.

Manchester : North West Film Archive

Mr SMITHER and Mr JEAUVONS, who knew the archive well, believed they fully qualified as Provisional Member, explaining they were unquestionably a "preservation" archive.

However, the "regional" character of the institution was the object of some controversy.

Mr COSTA recalled that in Rule 4, Members are required to work on a "national" level.

Mr JEAUVONS replied that, in this case, the word "regional" was only an expression so that the candidate could also be designated in the United Kingdom as a national archive with the responsibility for the North West region. After promoting the candidate's qualifications as a "preservation" film

archive, he stated that in evaluating candidatures, qualitative judgements should be taken into consideration instead of only sticking to the letter of the law.

Mr SMITHER encouraged the EC to discuss ways of amending Rule 4 as he believed that similar candidatures would reach us in the near future. Ms BLOTKAMP agreed, underlining the importance of our own consistency in this matter.

Mr DAUDELIN noted that the interpretation of "national" had always been very open. Together with Mr TRUJILLO and Mr HORAK, he proposed to follow the opinion of the national archives of the candidate's country.

Decision : 12 in favour of the admission of The North West
Film Archive as Provisional Member
1 abstention

Paris : Bibliothèque de l'Image - Filmothèque

Referring to their application file, Mr SMITHER explained that, after serving as documentation center for the French archives, the institution had now become a center providing reference access on behalf of Cinémathèque Française and Les Archives du Film in Bois d'Arcy, through video and film.

Mr ROCHEMONT supported their candidature as Associate, commenting on their work and links with the other FIAF French Members.

Decision : 12 in favour of the admission of Bibliothèque de
l'Image as Associate
1 abstention

San Sebastian : Filmoteca Vasca

Having visited the premises of the Filmoteca during the San Sebastian film festival, both Mr PRADO and Mr DAUDELIN encouraged their affiliation as Associate. Mr DAUDELIN praised the quality of their facilities and the fact that the whole collection was accessible on video on site. Mr PRADO underlined their good relations with Filmoteca Espanola.

Decision : unanimously in favour of the admission of Filmoteca Vasca as Associate.

8.4. Candidates for Membership

Taiwan : Film Archive, Taipei

Ms BLOTKAMP, who had recently visited the archive, spoke in favour of their admission as full Member of the Federation.

Based on their application file, there was no objection to their qualifying as Member of the Federation, under the name "Film Archive, Taipei".

However, the naming of the archive was still posing a problem as they were using two different names in their official documents : National Film Archive and Film Archive, Taipei. It was decided on their using letterhead with the name under

which the EC was ready to accept them, i.e. "Film Archive, Taipei".

Decision : unanimously in favour of recommending their admission as Member of the Federation to the next General Assembly.

Barcelona : Arxiu d'Audiovisuals / Generalitat de Catalunya

Mr DAUDELIN reported in detail on his visit to the archive last September, highlighting its historic links with Filmoteca Espanola and commenting on its internal structure, the volume of its collection and the activities of its various departments.

Mr PRADO supported their candidature as Member of the Federation.

Referring to her brief visit to the archive, Ms ORBANZ regretted the absence of evidence of commitment to a continuing preservation programme.

Decision : 12 in favour of recommending the admission of Arxiu d'Audiovisuals/Generalitat de Catalunya to the General Assembly in Los Angeles
1 abstention

8.5. Miscellaneous

Candidatures for possible affiliations : the list of institutions having enquired about a possible affiliation to FIAF since the Bologna Congress had been distributed.

Relations EC - Associates : Mr ROCHEMONT, who had carefully read the Associates' annual reports, concluded that many of them were rather poor and should be encouraged to provide more detailed reports.

Beijing / Taipei : Ms ORBANZ referred to the recent correspondence between the China Film Archive and the Secretariat regarding 1) their opposition to the naming of the film archive in Taipei as had been agreed last year by Beijing and Taipei after the EC meeting in Paris and 2) their threat not to hold the 1996 Congress unless a new decision was taken in their favour. A discussion followed about what attitude to adopt towards Beijing's "blackmail". Following Mr KLAUE's recommendation, it was agreed to enquire at ICA and IFLA about how they handled this matter for their own Congress in 1996. Unless this information was totally in contradiction with our policy so far in this issue, it was decided that Ms ORBANZ together with Mr JEAVONS would write a letter to Beijing stating that 1) we are surprised that there is yet again a difference of opinion on the naming "Film Archive, Taipei" 2) we intend to maintain this name in FIAF's directory 3) we need to know now whether they can hold the 1996 Congress or not.

Caracas : Mr DAUDELIN informed the EC members that due to restructuring in the government, Oscar Lucien had lost his position as Head of Fundacion Cinemateca Nacional.

Mr RICCI reported that the programme for film preservation in the National Endowment for the Arts in the United States had been abolished. As a result, American FIAF members had lost their public funding for film preservation. This was affecting not only their laboratory costs but also their ability to use the NEA's grant as a prestige claim to foster other grants. Mary Lea Bandy, Bob Rosen, the AMIA community as well as the Film Foundation were fighting as hard as they could against this decision. The American Film Institute was not affected by this cut ; they still received funds to sustain their own operations, but had no money to distribute to others. The Executive Committee was upset by this problem and agreed that a formal letter of protest should be written on behalf of FIAF under the guidance of our USA members.

9 LONG TERM PLAN FOR FIAF

Mr KLAUE introduced his discussion paper on the future of FIAF. He encouraged the EC to identify a detailed and realistic long-term plan and present it at the the next General Assembly in Bologna.

Among the various issues mentioned in Mr KLAUE's paper, Mr HORAK asked what areas the EC members wanted the working group to focus on.

Ms BLOTKAMP encouraged the working group to first sketch the present situation and then present a paper with the various directions envisaged and their consequences.

Mr JEAUVONS suggested that the working group continue to refine the proposals in Mr KLAUE's paper by first dividing them between issue based material and projects and programmes.

It was felt that, in order to refine the Federation's projects and programmes, we first needed to clarify the picture of FIAF's constituency.

1. FIAF's constituency

Mr JEAUVONS addressed the question of development in technology: now that many archives were engaging with a much greater variety of materials and policies, practices and procedures, we, as a Federation, had to reflect and review the audiovisual and electronic present to decide what are the actual organisations we wanted to attract and those we didn't want. However, whatever medium we preserved, he believed we could still maintain our high standards for doing so.

Mr HORAK introduced the question of the old emphasis on the "national" archive and this sort of conceptual model of "one archive - one nation" and the extent to which that had broken down.

Mr SMITHER thought there was a large and growing potential of membership among non-fiction archives, of which the North West Film Archive was a representative. FIAF should convey to these organisations what it means to be an archive of film,

emphasizing their responsibility to respect film for what it was and to be a museum of the cinema experience. The "film" character of a collection should be more important as an evaluation standard than its "national" coverage.

Mr JEAUVONS suggested abandoning for a while the concept of Statutes and Rules and draw up a code of ethics -at least on a test basis-, which to some extent ignores sizes and quantities and "looks at what makes a good archive", as a tool to evaluate new candidatures.

Mr HORAK preferred to incorporate in our Statutes and Rules a better definition of the category of Associates which would highlight what is expected from them. In this respect, Ms BLOTKAMP invited the EC to think about the concrete service to be rendered by Associates to the Federation.

According to Ms ORBANZ, FIAF should strengthen its main aim and object, i.e. film. Although he believed we should not be afraid of widening FIAF's membership, Mr KLAUE spoke in favour of a "controlled growth" of the Federation, based on principles that we should now redefine and agree on.

To Mr SMITHER, the question of FIAF's constituency could not be envisaged without taking into account the developments in its brother institutions' constituencies : in such a changing environment, how do we make sure that our voice is heard as well ?

2. FIAF's future projects

Mr KLAUE stressed the importance of conveying to the outside world (incl. Unesco) what the Federation intended to achieve in the future regarding the world moving image heritage.

In this respect, Mr HORAK strongly encouraged improving links with archives in developing countries, so as not to remain a relatively elitist and Euro-centric organisation. Mr OPELA agreed, but wanted to first consolidate contacts with our own members in those countries.

Mr RICCI invited the President to use the 1995 Congress to make a loud statement about our aims, be it in abstract terms.

Mr SMITHER thought that the continuation of the above discussion about our constituency would serve as a background to our statement of objectives for future years.

Based on his notes and the minutes of the Bologna General Assembly, Mr HORAK emphasized the importance of improving communication between FIAF's structures. The Journal should be used to this end, namely by publishing the actions taken by the EC and some of its members' position papers. Mr JEAUVONS agreed the membership should be better informed of the EC's actions but on a more regular basis, following the model of newsletters (as opposed to the Journal, more formal and more demanding).

10. CINEMA CENTENARY

10.1. UNESCO/FIAF Fund.

January 95 Exhibition

Referring to a letter of Ms Gobeil from Unesco, Mr DAUDELIN explained that the treasury work of the UNESCO/FIAF fund was expected to be done by FIAF, hopefully remunerated by Unesco.

Ms BLOTKAMP, Mr OPELA, Mr TRUJILLO and Mr DAUDELIN were available to take part in the Unesco/FIAF Fund meeting due to be held at Unesco on January 10 and 11. Mr KLAUE suggested that the Senior Administrator also attend this meeting.

10.2. Annual statistics

Ms VAN DER ELST reported that FIAF's annual statistics would be compiled after Michelle Aubert's model for her general survey on FIAF archives. The results of both surveys would be presented at the General Assembly in Los Angeles.

10.3. Calendar of events

Mr JEAVONS announced that issue 3 of the Calendar would include more entries than the previous issues and include a note on the PIP. The deadline for submission of data for issue 4 would be determined so as to enable Cornelia Emerson to have the Calendar printed in time for the Los Angeles Congress.

11 FIAF SPECIALIZED COMMISSIONS

11.1. Technical Commission (Membership and projects)

The proposed new brief, work program and structure of the Technical Commission as stated in Mr SCHOU's report were approved, as well as the recommended appointment of Mr Brian Jenkinson as Chair of the Technical Subcommittee (Magnetic and New Media).

Mr SCHOU regretted the lack of response from the membership to some of the papers already distributed, namely the *International Survey of Printers and Methods of Copying Tinted, Toned and Stencil-Coloured Films for Preservation and Presentation*.

Jean-Pierre Verscheure's Project : the book was nearing completion. Mr SCHOU explained that at this stage, the publication represented the identification side of a broader project of the Commission to make recommendations as to 1) what a specialized FIAF archive's cinema needs in terms of technical equipment to be able to play films created on particular formats and 2) on how to preserve these various formats. Mr SCHOU intended to have the extract on anamorphic format (20 pages) laid-out, translated and published as a preliminary sample for the rest of the book. This implied funding, possibly by pursuing Mr Okajima's offer for sponsorship. Ms ORBANZ believed that the Senior Administrator should be entrusted with the raising of funds for this project.

Mr SCHOU was concerned that the Cataloguing Commission should have a part in the work on standard terms for sound systems and aspect ratios, which Ms HARRISON had welcomed during their meeting the previous day.

Joint Technical Symposium : after commenting on the circulated programme of the JTS to be held in January in London, Mr SCHOU repeated his wish that future JTS be organized in connection with FIAF annual Congresses and asked Mr PRADO to envisage the possibility to hold the 5th JTS with the FIAF Congress in Madrid in 1998 (in case this venue would be accepted by the General Assembly in Los Angeles). Mr PRADO agreed.

Assistance to film archives : Mr SCHOU recommended that the EC should encourage the affiliation of the Hong Kong Film Archive as Provisional Member of FIAF so as to support them even more in the preservation of the film production of their territory.

Mr DAUDELIN thanked Mr SCHOU for his report.

11.2. Cataloguing Commission

Referring to her meeting with Mr SCHOU on the previous day, Ms HARRISON strongly recommended to keep the Commission Heads meeting on the agenda, at least once a year, as it enabled cooperation and communication between Commissions in a very effective way.

In line with Ms BLOTKAMP's project, the Commission had undertaken a study on its work in the form of a two-dimensional grid, on which Ms HARRISON commented, concluding there was a serious lack in the area of location systems. Mr SMITHER noted that analysing and categorising the Commission work in two dimensions had been a very interesting experience but ultimately, such an analysis would need even more than three dimensions as proposed in Ms BLOTKAMP's approach.

Referring to her written report, Ms HARRISON then commented on each of the Commission's projects.

Occasional Papers

Ms HARRISON offered to submit future occasional papers for publication in the Journal.

Computer formats

Following Mr RICCI's recommendation, Ms HARRISON would contact Martha Yee at UCLA and seek her collaboration on this project.

In answer to Ms BLOTKAMP, who feared that most FIAF archives might have already developed their own system when the proposed format officially comes out, Mr SMITHER explained that there would never be an agreement on a single system for universal film cataloguing, because archives had been for ever tied into many different computer systems but the format that Carlos Roberto de Souza was working on was precisely meant to be a communication tool between the various systems. There being not so many FIAF archives on Internet (except in the USA), this project was covering an area which we ought to

continue to explore and maybe set up our own channels of communication. However, he feared that we might fail to find any sponsor for such a project.

Selection Policies

Ms ORBANZ spoke in favour of this topic to become the subject of a future FIAF symposium.

Intellectual Access

The Commission intended to seek the collaboration of a Dutch expert on subject analysis, which was a major area they wanted to concentrate on. A formal request would be presented in Los Angeles to have this person come and join the Commission as an expert at its next meeting.

Treasures Database

In answer to Mr JEAVONS, Ms HARRISON explained the Cataloguing Commission considered this project "objectively" belonged to its mandate but had no objection to the Documentation Commission continuing its work on this subject. This brought back the issue of overlapping between both Commissions and Mr JEAVONS believed that the danger of having two rather carefully defined Commissions was that we laid the gap between them where it potentially became difficult for them to join forces because there was a certain territorial imperative. We should not create gulfs between the Commissions by overdefining them.

Ms HARRISON finally called for the EC's advice on whether or not she should accept IASA's invitation to collaborate in the creation of cataloguing rules for audio-visual media, saying their work so far in this field had been based on the work of Anglo-American cataloguing rules, on FIAF's manual and the MARK format. Ms ORBANZ encouraged Ms HARRISON to accept the invitation.

Mr DAUDELIN thanked Ms HARRISON for her report.

11.3. Documentation Commission

In the absence of Mr MAGLIOZZI, Mr DAUDELIN presented the circulated Commission report as well as Michael Moulds' report on the PIP activities.

Mr SMITHER, who had recently spoken with Michael Moulds, felt that his real interest for the future was the development of the CD-ROM.

The EC members were generally very supportive of the CD-ROM but felt that at this stage, Mr MAGLIOZZI should be asked to provide some clarification regarding the contents, the pricing and the future of the CD-ROM. Mr DAUDELIN was to summarize these questions as follows :

- what information is exactly to be included in the Spring 1995 edition ?
- to what extent might the publishing of this information on the CD-ROM affect plans for the publication of that same information in other ways ?
- who owns the rights to this information ?

- will there be an editorial board responsible for the published material towards the members providing this information and towards the EC ?
- is there any long-time plan for the CD-ROM ?
- how much could the price be reduced to make it a competitive item ?

There were also many questions raised in relation with the reference made in Mr MAGLIOZZI's report to the Holdings of Silent Films in FIAF archives, as far as feature films were concerned. In accordance with Ms BLOTKAMP's recommendation, it was agreed to require to Mr MAGLIOZZI and Ms DALTON that 1) the permission to publish the data be asked from the archive concerned and 2) data be systematically checked by participating archives.

Mr KLAUE recommended to ask Helen Harrison (IASA) to include on the CD-ROM her bibliography on audio-visual (film & sound) archiving, which he considered as a very valuable source of information.

Further to Mr COSTA's remark that many archives were not equipped with a CD-ROM drive and still needed concrete information about such equipment, Mr RICCI said he would ask Mr MAGLIOZZI to provide this information when the CD-ROM is demonstrated in Los Angeles.

Following Mr MOULDS' concern in relation to the lack of contribution of many archives to the PIP indexing activity, Mr KLAUE suggested to invite the newly admitted Bibliothèque de l'Image to bring their contribution to this work. This was agreed.

Mr MAGLIOZZI's recommendation to appoint Susan Dalton as a new member of the Commission was unanimously accepted. Ms DALTON was to send her curriculum vitae to the Secretariat in Brussels.

11.4. Commission for Programming and Access to Collections

In the absence of Mr BENARD DA COSTA, Ms CLAES, Deputy Chairman, presented the report from the Commission for Programming and Access to Collections and commented on the following points :

Manual for Research and Access to Collections

The fundamental aim of this project was to present an overview of the difficulties encountered by archives in the fields of programming and access and to propose various ways of dealing with these problems, in the form of a loose-leaf manual to be circulated among FIAF members for discussion.

Sabine Lenk, a German historian and researcher experienced in the field of access in several European and North-American archives, was presently hired by Cinémathèque Royale to write the manual. She had already provided a draft of the main chapters which covered the following topics :

1. available materials (film, non-film, video and photograms). The section on non-film materials could be worked out in collaboration with the Documentation Commission.
2. internal use vs external use
3. services : how to improve communication between researchers or potential users and the archive itself before and during consultation
4. ethics and practicalities of the different media to be made accessible for research (original print, restored version, video copy)
5. how to use programming to make our collections better known to specific audiences ?

Ms CLAES added that the question of limitations imposed by archives on access and the involvement of rights owners in questions of re-use were tackled in each of the chapters.

The chapters would first come out in French and the English translation would follow. The manuscript will be ready by the end of 1994.

Workshop in Los Angeles on "how to use our collections"

Ms CLAES read aloud the letter of Edith Kramer to FIAF members asking them to select two or three topics among the seven issues proposed as a basis for discussion at the workshop in Los Angeles.

Guidelines for the circulation of copies among the FIAF archives

Ms CLAES explained this document was rather a discussion paper than a set of guidelines and she suggested to add this issue to the agenda of the workshop in Los Angeles.

Many EC members believed this was a very important issue to be discussed now in relation with the growth of the Federation and the fact that many new applicants were expecting a greater access to collections by joining FIAF. Mr COSTA and Ms BLOTKAMP thought that films should not be lent to archives which were not properly equipped to meet the technical standards set up jointly by the Technical and Programming Commissions for viewing these films. Mr JEAUVONS feared we might thereby eradicate areas of projection and presentation where less than ideal conditions existed. In these cases, the Commissions could be used as a means of lobbying for the adoption of certain standards.

The Commission's appointment of Suresh Chabria as a new member of the Commission was endorsed by the EC. Mr CHABRIA was to send his curriculum vitae to the Secretariat in Brussels.

Mr DAUDELIN thanked Ms CLAES for her report.

11.5. Working group on Training

Mr JEAUVONS reported that, due to lack of time, the decisions taken in Bologna by the working group on training had not been implemented yet. He believed that the Senior Administrator should be involved in the coordination of this project.

There were training initiatives going on among FIAF which he was trying to monitor and requests for information about archival training were systematically kept in a file at the Secretariat.

Mr JEAUVONS confirmed that he and Mr SCHOU would soon start working on the 1996 Summer School.

Mr KLAUE reported on the recent and third meeting of the *working group for the curriculum development of staff in moving image and recorded sound archives*, initiated by the NGO Round Table, supported by Unesco and which he had attended on behalf of FIAF. The following ideas had been agreed on : 1) compiling a list of all existing teaching materials in the field concerned and circulate it through the related training centers, 2) setting up pilot project to implement such a curriculum programme in an existing training center and 3) extending and updating the study by integrating new concepts for the training of audio-visual archivists (courses on communication sciences...).

Mr KLAUE concluded that FIAF should find a way of assisting the annual course on film archiving taking place at the East Anglian Film Archive, namely by inviting a representative of the school to attend the Congress in Los Angeles and by sending them our publications. He also suggested that this working group should be established on a permanent basis with the support of Unesco, including a FIAF delegate who would follow up the actions taken.

11.6. General discussion on FIAF's near future : report to Commission Heads

Mr DAUDELIN reported to Commission Heads Mr SCHOU and Ms HARRISON on the discussion that had taken place the previous day in their absence about a long-term plan for FIAF.

The EC had decided to present in Los Angeles a plan of issues that would be addressed by the Federation in the coming years and which reflected the needs of FIAF members (e.g. the issue of non-fiction films and specialized collections). The EC and the Commission Heads would then collaborate to transcribe these issues into concrete programs of work and the Commission' agenda would be redefined accordingly.

It was suggested that a discussion on Commissions' objectives and purposes take place at the next EC meeting based on written documents sent in advance to all EC members and to Wolfgang Klaue, with request to study and comment on them.

The recent redefining of the Technical Commission's terms of references properly illustrated this approach.

The EC also asked the Commission Heads to think of a mechanism making possible the rotation of the Commission's membership and leadership.

12. FUTURE CONGRESSES

12.1. Los Angeles 1995

The EC endorsed the updated schedule of events for the Congress as proposed in Mr RICCI's report, including the new dates for the first Executive Committee meeting.

Translation would be provided in English, French and Spanish.

Mr RICCI strongly encouraged the EC to develop before April 1 a formal statement on the future goals of FIAF to be presented at the Press Conference on April 24, especially because of the larger press coverage of the event.

The organizing committee's proposed agenda for the workshops was then discussed and compiled as follows :

1. How to use collections in terms of Programming and Access
2. The ethics of film preservation. Mr RICCI welcomed Mr SCHOU's suggestion to include in this session a brief paper reflecting on the last 80 years of preservation and asking the question "how far have we come and which problems are we still facing with classic film preservation?".
3. Archiving non-fiction films. Further to Mr DAUDELIN's and Mr COSTA's remarks, Mr SMITHER would report back to the working group on the importance of addressing the issues both from an archival and practical point of view, but he and Mr JEAUVONS also insisted that our role here was to listen to what the concerned archives had to say.
4. Internet de-briefing
5. Computer network training

All workshop agendas were to reach Mr RICCI before February 1 for inclusion in the general Congress' programme.

Being aware of the difficulty many archive would have in affording the Miramar Hotel's rates for the Congress, Mr RICCI encouraged double occupancy of hotel rooms and accepted to investigate possible cheaper conditions in surrounding hotels. The Treasurer also suggested that FIAF informally offer financial support, from the Reserve Fund, for travel and staying costs to genuine needy cases on the one hand and Honorary Members on the other hand. This was agreed.

Mr KLAUE recommended that needy archives also try to seek financial support to attend the Congress via Unesco's Participation Programme.

12.2. Beijing 1996

Mr COSTA, Mr JEAUVONS and Mr KLAUE agreed that the symposium on film archiving in Asia should not be centered on the specificities of Asian archives only but also raise the question of regionalism.

Mr KLAUE repeated his concern that our symposia should be prepared much longer (3 years) in advance.

He proposed himself to prepare a new draft proposal for the Symposium before Los Angeles and announced there would be an

informal meeting with delegates from the Asian continent in Los Angeles to inform them of our project and listen to their wishes. This meeting would be preceded by a joint EC session with our Chinese colleagues in Los Angeles.

In case our colleagues in Beijing would be forced by their government to cancel the congress as a result of the naming of Film Archive, Taipei, we might need to find an alternative place for the FIAF 1994 Congress and envisage to hold it without symposium. We therefore needed to know Beijing's definite position regarding this question before the end of January 1995.

12.3. Bogota 1997

Ms ORBANZ reported Mr NIETO's request to know the topic of the symposium in Bogota in 1997 and suggested that the Senior Administrator collect suggestions from every affiliate for this symposium, even prior to the GA in Los Angeles. Ms ORBANZ and Mr COSTA were to meet at the next Berlin Film Festival to discuss this issue.

Madrid 1998 : Mr PRADO was asked to address a formal request to the Federation to hold the 1998 Congress in Madrid so as to enable the GA to vote on this venue in Los Angeles.

13. PROJECTS AND PUBLICATIONS UNDERWAY

13.1. FIAF Journal of Film Preservation

Having their doubts about the results of voluntary contributions, Mr JEAVONS and Ms ORBANZ insisted on the importance for articles to be specifically commissioned in advance by the editorial board inside or outside the Federation. Mr RICCI suggested seeking external contributions on an ad hoc basis.

Mr RICCI announced he would include in the next Congress Newsletter a call for statements on the issues planned for discussion during the symposia Los Angeles, to be published in the next Journal.

Mr COSTA proposed to write an article on the recent progress in Europe in terms of international cooperation between archives.

Mr DAUDELIN stressed that proof-reading was a tedious task for the Chief Editor. As an alternative, Mr SMITHER offered to have the typographical proof-reading of the Journal done by one of his collaborators at the Imperial War Museum. Mr HORAK invited the editorial board to envisage a possible association of the Journal with a university press which might offer us not only a distribution network but also proof-reading services.

13.2. Relations with SAUR

Ms ORBANZ announced that the next and last issue of the International Directory of Cinematographers, Set-and Costume Designers in Film was due to come out in December.

13.3. Agreement with Flicks Books

Mr SMITHER reported on his meeting with Matthew Stevens, explaining that the latter's interests lay mostly in the distribution of the Journal of Film Preservation and the PIP's publications. Mr JEAVONS said that if Flicks Books was to distribute the FIAF Journal, this would imply greater pressure on the editor to create a saleable magazine. Mr SMITHER added we should find means of reaching a wider audience, which would allow us to recoup the costs of the Journal and to encourage people to write for it. As to the distribution of the PIP's publications, one had to take into account that this was the main London Office's source of revenue.

Mr SMITHER underlined that as a Europe-based publisher, Flicks Books had no worldwide distribution so far but that they could contract co-distributors in other continents on a case-by-case basis. Another problem was that they were not ready yet to reproduce pictures for their own publications. This should be taken into account when the Senior Administrator continues to deal with Matthew Stevens either as a distributor or as a publisher.

To conclude, Mr JEAVONS moved that the Editorial Board of the Journal examine the problem of its distribution with real figures in hand and try to make a decision accordingly.

To Mr SMITHER, the publication of the Proceedings of the Newsreels Symposium in Mo i Rana by Flicks Books should be used as a "test-case" for the relationship between FIAF and Flicks Books. The book was expected to be ready by the Los Angeles Congress. Besides the 40 free copies distributed by Flicks Books, FIAF would be able to buy 50 or more copies at a 45% discount, taking into account that all contributors should also receive a free copy.

13.4. AVAPIN - Philosophy of audiovisual archiving

After a lengthy discussion, it appeared that this project been put by mistake on the list of FIAF projects. A majority of EC members felt they were not in a position to endorse the views expressed in Mr EDMONDSON's discussion paper which he had sent them for information and possible comments. The project was therefore deleted from the list of FIAF projects and publications.

13.5. Africa Project (Clyde Jeavons)

Referring to the circulated report, Mr JEAVONS commented on the British Film Institute's project to stage a programme of early African cinema to be shown at the London Film Festival in November 1995. He explained that this exhibition of films relating to Africa was drawing upon two sources : 1) European (fiction and non-fiction) film collections about Africa and 2) Lumière Association's project to restore films with colonial African themes held by European archives, the long-term plan objective being to repatriate relevant collections in African countries.

Mr KLAUE believed this was exactly the kind of project in which FIAF should get involved, saying the Federation would

increase its prestige in Unesco by exploring film archiving and developing its network in Africa.

Mr JEAUVONS was asked to draft a request which FIAF should address to Unesco to send two experts on a mission to establish film archives in Ghana and Senegal. He was also asked to introduce this project to the General Assembly in Los Angeles.

This was also a good opportunity for FIAF to join Unesco's project to write a history of Africa, by providing compiled documentation about films on African history held in FIAF archives. Mr KLAUE suggested the introduction of this project in Los Angeles.

14. RELATIONS WITH UNESCO AND OTHER INTERNATIONAL ORGANISATIONS

Our application to obtain the A-Status in Unesco was underway but Ms ORBANZ had recently been notified that our case would not be examined before 1996.

Ms ORBANZ said that Teresa Wagner in the Department for Arts and Cultural Life in Unesco was channelling FIAF's candidature to the 1995 Onassis Prize for Culture (Arts and Humanities), which amounted to 250,000 US\$.

Ms BLOTKAMP was appointed to represent the Federation at the next meeting of the Intergovernmental Council of the General Information Programme (PGI) in Unesco due to be held at the end of November.

Mr KLAUE, who had attended IASA/FIAT joint conference in Bogensee on behalf of FIAF, explained he had resisted the heavy pressure put on FIAF to act as a joint secretariat for the NGOs and to hold joint congresses with IASA and FIAT.

Mr JEAUVONS informed the EC of the appointment of Steve Bryant, staff member of the National Film and Television Archive in London, as Secretary General of FIAT.

Council of Europe

The EC members from the European Community felt that they could in no way accept the Council of Europe's draft convention to protect the audio-visual heritage of Europe in its present formulation. They definitely wanted to be consulted again to redefine it. Those of them who had discussed this under the aegis of Lumière had decided to try to oppose any attempt by their government to sign in this document and strongly encouraged the other FIAF archives from the European Community to follow their example.

Mr DAUDELIN would write to Ms Rohmer at the Council of Europe on behalf of the European members of the Federation to state their concerns.

15. ANY OTHER BUSINESS

The Satyajit Ray Film and Study Collection, at the University of California in Santa Cruz, had undertaken to collect and restore Ray's filmography and therefore intended to survey Satyajit Ray film elements preserved in FIAF archives. The question was whether or not FIAF archives, if approached by Dilip Basu, Founder of the S. Ray Society, should accept to cooperate in any way or seek further advice. The National Film and TV Archive in London had accepted, with the tacit agreement of Suresh Chabria, to cooperate on certain titles whose rights were cleared and whose restoration was carried out by Michael Friend at the Academy Film Archive. However, the NFTVA would not go further than collaborating with Michael Friend at his request without a clear statement of approval, disapproval or intent from Suresh Chabria on this problem.

Mr DAUDELIN thanked the EC members and closed the meeting.