

FIAF EXECUTIVE COMMITTEE MEETING
Madrid, November 23-25, 1996

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Present :

Officers

Michelle AUBERT
Roger SMITHER
Mary Lea BANDY

President
Secretary General
Treasurer

Members

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

Commission Heads

Gabrielle CLAES

Commission for Programming and Access to
Collections

Henning SCHOU

Technical Commission

Brussels Office

Christian DIMITRIU

Senior Administrator

Excused :

Ann BAYLIS

Cataloguing Commission

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DRAFT AGENDA

	Page
1. Adoption of the agenda	3
2. Approval of the Minutes of the EC meetings in Jerusalem + matters arising	3
3. Questions arising from the Senior Administrator's report	3
4. Cartagena Congress and Symposium	4
a. General organisation	
b. Symposium	
c. Election procedures	
5. Questions on financial report	5
a. FIAF current accounts (to Sept. 1996)	
b. Draft budget for 1997 and 1998	
6. Membership questions report	8
a. Admission and reconfirmation procedures and presentation of new application forms	
b. Reconfirmation of Members (Jerusalem, Paris, Poona, Rio, Tirana, Toulouse, Washington LC, Wien FA, Wien FM)	
c. Request for change of status (München)	
d. Application for Provisional membership (Luxembourg & Cagliari)	
e. Reconfirmation of status of Provisional Members and Associates	
7. Questions on the report of the Future of FIAF Working Group	9
8. Organisation of new FIAF offices and working procedures	-
9. Report on Commissions' current work and future	10
10. Update on future congresses and EC meetings	13
11. Future projects, publications and training	5
a. Follow-up on the Symposium on archival rights	5
b. Journal of Film Preservation	6
c. Central Data-base	6
d. Training	7
12. Relations with Unesco and other international organizations/groupings	13
13. Any other business	

MINUTES

Ms AUBERT, President, welcomed everyone to this meeting and thanked our hosts of Filmoteca Espanola for their hospitality.

1 ADOPTION OF THE AGENDA

Ms AUBERT called for any comment on the draft agenda. There being none, the draft agenda was approved.

2 APPROVAL OF THE MINUTES OF THE EC MEETINGS IN JERUSALEM AND MATTERS ARISING

Ms AUBERT called for any correction to the minutes of the EC meetings in Jerusalem. There being none, the minutes were approved. All matters arising from the minutes of the EC meetings in Jerusalem were covered by the present agenda.

It was asked and agreed that Commission Heads should receive all the various documents that are sent to EC Members in advance and in preparation of the EC meetings.

3 SENIOR ADMINISTRATOR's REPORT

Mr DIMITRIU commented on his circulated report and focused on the following items :

Move of the FIAF office : the new location had been found at very favourable rent conditions in a government-owned building, the "Maison des Associations Internationales" (MAI), which, according to most recent information, might one day be put to sale by the Belgian state. But the MAI's Board was lobbying very strongly to preserve the interests of the various associations hosted in the building.

FIAF Subscribers : no major recruitment drive had been carried out by the Secretariat since Jerusalem. Mr DIMITRIU believed there were contradictory messages from the EC as to the need to recruit more Subscribers. To Mr SMITHER, there was no point in launching a recruitment drive unless we knew exactly *what* we were trying to recruit (this referred to our discussion on the Future of FIAF) and until we have assembled an actual package of services. Meanwhile, Mr DIMITRIU was proposing the current

"Subscribers Service" to any institution/individual wishing to support the Federation while ineligible or unable to apply for normal affiliation.

FIAF Leaflet : the final English, French and Spanish versions of the *FIAF Leaflet* were circulated.

The President invited everybody to use it as a means of promoting the Federation, on the one hand, and according to each archive's own needs on the other hand (local press or supporting bodies).

All FIAF archives would soon receive the leaflet with an invitation to ask for extra copies.

It was agreed now to send a bunch of extra copies to Jorge Nieto (for the Congress), to MOMA in New York (for a wide distribution to American archives) and to Gregory Lukow (for the AMIA's conference in Atlanta).

4 CARTAGENA CONGRESS AND SYMPOSIUM

Mr NIETO commented on the preparation of the Congress and answered questions from the floor. Ms AUBERT summarized the agreements reached between Mr NIETO and the Executive Committee as follows :

Newsletter 2 would include a list of hotels with their prices, the registration form, information about air fares discount and the new Congress' schedule as agreed during this meeting.

Symposium : all extracts during the lectures would be presented on VHS with a multi-standard video machine. Evening screenings would be presented in a commercial cinema equipped to screen 35 and 16 mm films and supervised by FPFC's own operator. Contributions should not exceed 30 minutes, including the clips. In order to promote the symposium's richness and avoid duplication, the text of main lectures would be requested in full prior to the symposium while only the contents of illustrative lectures would be requested in advance. Mr SCHOU asked Mr NIETO for a list of technical requirements for day- and evening screenings, in order to see how he could be most helpful in providing advice or assistance. The Spring issue of the Journal would continue to have articles on the subject. Meanwhile, Mr DAUDELIN invited the Commission for Programming and Access to Collections to refer to the Open Forum section in the latest issue of the Journal when making up the programming of the symposium. He also suggested that films initially intended for a limited audience be presented in a smaller room, to a limited audience (e.g. in the hotel).

Participation : there was no elasticity in the current budget to subsidise FIAF archives to come to the Congress nor to invite outside contributors even though we had learned from the past that the presence of specialists from outside FIAF very much enlivened the discussions. However, any money left from the funds raised from sponsors should be used to support the travel costs of Latin-American delegates.

Mr TRUJILLO declared he would investigate the possibilities of making available, for the Congress, some of the funds allocated by ICI (Centro de Cooperacion Ibero-american)) to CLAIM projects.

Mr JEAVONS informed the EC that he had recently received from Mr Getty, a 15.000 US\$ check for FIAF's work. He suggested that this fund be earmarked to invite academics, historians and specialists to speak at our events in order to give them a more professional outline.

Election procedures : Mr SMITHER and Mr DIMITRIU were entrusted to draft a letter seeking candidatures for the next elections and asking potential candidates for a "mission statement" which should include details of their previous service to FIAF.

5 FINANCIAL REPORT

Ms BANDY reported that we were moving towards a break-even budget. We therefore needed 1) to gauge accurately our income and expenditure and 2) to carry on Mr PONCELET's proposal to rebuild our Reserve Fund by always returning a 10 to 15% of our income to it.

The Treasurer asked Mr DIMITRIU to revise more conservatively the 1997 and 1998 income forecast, basically where Subscribers and PIP projected income were concerned. The expected extra-membership fees were intended to cover unpaid membership subscriptions or back-subscriptions.

It was agreed to send the 1997 and 1998 budgets to all FIAF Members in February. Possible money surplus in 1996 should be used for the PIP on the one hand and for the work and projects of the Commission on the other hand.

The unspent amount of the 1996 allocation to the Commission for Programming and Access to Collections would be used to pay off Cinemateca Portuguesa's outstanding debt for *Le Jeu des Catégories*.

It was formally agreed that we must not spend over our income.

Ms BANDY also addressed how to follow Mr PONCELET's recommendation that we need to market and administer better our publications.

Mr JEAVONS praised the clarity of the financial report documents and thanked the Treasurer as well as Mr DIMITRIU for their work.

11 FUTURE PROJECTS, PUBLICATIONS AND TRAINING

11.a. Follow up on the "Rights Thing" Symposium

There was no specific discussion of this topic. Several relevant themes were considered under point 7, "Future of FIAF".

11.b. Journal of Film Preservation

Mr DAUDELIN commented on the latest issue of the Journal (which the EC members could only receive the following day) and underlined the variety of its contributors. He repeated his concern to reduce the costs for processing the magazine and called for the EC members' reactions as soon as they receive it.

The President called for a better communication between the Editorial board and the Officers, as a means of making sure that the publication should carry some information that the Officers would like to circulate to the membership.

Ms AUBERT and Ms BANDY asked the Editorial Board to engage in discussion with Mr OPELA about the 1998 symposium whose theme should be already announced in the next issue of the Journal.

Mr SMITHER recommended moving forward the deadline for submission of articles in order to make sure that the Journal come out before the EC meeting in Autumn and before the General Assembly in Spring.

In answer to Mr RICCI's question about the minimum delay between the Journal's hard and electronic versions, Mr DAUDELIN recommended having a full year (2 issues) delay before putting the Journal on the web site. However, we should avoid putting on the site those topics, included in the Journal, that have become obsolete or that are intended for a smaller audience.

Mr RICCI suggested writing to contributors that, unless they write us back, we assume that they agree to their article being published on the web-site. He added that we could create a special section on the web-site (e.g. "What's new with FIAF ?") when there are special announcements to be made about FIAF's coming symposia or any other event.

Mr JEAUVONS firmly insisted that we keep publishing the Journal in its paper version, which served as our visit card, as a gift to visitors,...

There were no other suggestion/comment made about the Journal's current production and format.

11.C. Central Database

Referring to the decision taken in Jerusalem, Mr RICCI reported having received no answer from Susan Dalton to his letter where he asked for some clarification about the legal ownership of the database she was building up on behalf of FIAF.

It was therefore agreed to send Susan Dalton another letter, on behalf of the EC, in order 1) to make clear the nature and origin of the information she was collecting; 2) to know where she had clearance and where not; 3) to clarify any outstanding issues (cost of building up such a database...).

Mr RICCI agreed to draft such a letter.

11. d. Training

FIAF Summer School in Berkhamsted

Mr JEAUVONS verbally reported on the Summer School held last Summer in Berkhamsted, saying that a detailed written report would follow in Cartagena.

Meanwhile, he underlined a series of conclusions that could already be drawn from what he considered as a successful and salutary event :

- need to extend the total length of the course so as to provide more leisure, reading and thinking time to participants.
- need to specialize in one or two areas because there were different levels of knowledge at the end of the course, which was very frustrating.
- need for more "hands on" activities around lectures.
- need for more publications on the main lectures.

The organisers came out with a break-even budget though this had not been easy to achieve.

Mr SCHOU underlined the language problem (most participants were not so good at English) and felt that there had been too many participants.

Having presented George Eastman House's project to host a FIAF Summer School in 1998, with the collaboration of archives and laboratories on the North American Eastern coast for extensive training sessions and with the support of Cinémathèque Québécoise, Mr CHERCHI USAI was asked to send FIAF a formal letter confirming their wish to hold the Summer School, so that money could be put aside in the 1997-1998 budget to this end.

Latin-America

Mr TRUJILLO reported that he had been in touch with the new Latin-American representatives of ICI and that he had initiated the preliminary investigations regarding new ICI funds for training programmes in Latin-America.

South East Asia

Three technical training sessions had taken place in South East Asia since the Jerusalem Congress and it was hoped that this would continue with ASEAN's support.

Europe

Ms CLAES reported on the recent creation of a joint venture between archives and universities from the European Union, supported by the European Union itself, that consisted of a series of 13 seminars, to be held in different cities in Europe, open to students and professionals from the audiovisual sector and dealing with all fields that are relevant to film archives (aesthetics, historiography as well as technical aspects...).

Mr CHERCHI USAI feared that the proliferation of regional training activities might affect the attendance of FIAF Summer Schools, of which he even questioned the "raison d'être" : was it not being supplanted by the various regional seminars themselves ?

11.e. Miscellaneous

Proceedings of the Newsreels Symposium

The Treasurer offered FIAF's support to pay for the distribution of the book to its contributors, who, as Mr SMITHER reported, had not received it.

Time Warner

Concern was expressed on behalf of several European affiliates that, following the merger of the Warner and Turner libraries, archives would come under increased pressure to surrender materials from their vaults to local distributors. Ms BANDY undertook to write a polite but forceful letter to the chairmen of Warner to ask them for reassurance that the understanding of the position of archive collections would not be affected by any changes.

6 MEMBERSHIP QUESTIONS

Everybody had received Roger Smither's detailed report on membership questions.

1. New forms for the admission and reconfirmation questionnaire

It was agreed that Mr SMITHER would reshape the current new drafts, taking into consideration both Ms AUBERT and Ms BANDY's suggestions to improve its design and the clarity of the request for additional pieces. The new forms would then need to be translated into French by the Secretariat before being officially used for their respective purposes.

2. Reconfirmation of Members

The following Members were reconfirmed following the recommendations of the sub-committee on Membership questions : Jerusalem IFA, Paris CF, Pune, Wien OFA, Wien OFM, Washington and Rio de Janeiro.

The reconfirmation of Toulouse and Tirana was postponed to the next Executive Committee meeting in Cartagena, pending receipt of missing pieces in their file.

Mr RICCI insisted that when reconfirmation comes up for a full Member, the EC must examine whether or not the institution is practically dedicated to the preservation of the film collection it holds.

3. Change of Status

Müncher Filmmuseum was unanimously accepted as Provisional Member. As had previously been the case for Caracas and Valencia, it was agreed to grant them a "fast track" to full Membership, i.e. to allow them to apply for full Membership sooner than after two years and possibly as soon as the next Congress in Cartagena.

4. New Affiliates

Ms CLAES reported on her visit to the **Centre National de l'Audiovisuel** (Luxembourg). It appeared that they did not presently qualify as a preservation archive

but as soon as they would have new vaults, we would welcome their application as Provisional Member. Meanwhile, they were unanimously accepted as Associate.

Cineteca Sarda (Cagliari) was unanimously accepted as Associate.

5. Reconfirmation of Provisional Members

The following Provisional members were reconfirmed : Aberystwyth, Bangkok, Cairo, Den Haag, Dublin, Glasgow, Lima, Ljubljana, Manchester, Mo i Rana, Montevideo, New York AFA, Ouagadougou, Reykjavik, Skopje, Tehran, Vaticano, Washington HSFA, Zagreb.

The following Provisional members and Associates were one year or more behind with paying their dues and had called for the EC's sympathetic treatment of their problems : Bogota-Cinematoteca Distrital, Bratislava, Dhaka, Hanoi, La Paz, Luanda, Managua, Quito. Mr SMITHER and Ms BANDY undertook to meet apart in order to examine each of these cases and take a decision based on the Treasurer's recommendation that we keep the payment of dues as a principle and that debtors should pay at least part of their debt in order to stay on the Federation. Ms BANDY suggested creating a pattern of consultation that would be used every year to investigate what prevents affiliates from paying their dues.

Mr SMITHER would warn Gemona and Washington NA that reconfirmation requires that they must file annual reports.

6. Visit of archives

In order to complete missing procedure aspects and/or information for the next EC session, the following candidate archives would be visited in the near future :

- Vaticano (candidate for full Membership) by Mr RICCI
- Tehran (candidate for full Membership) by Mr OPELA
- Skopje (candidate for full Membership) by Ms AUBERT
- Slovak Film Institute - SFI (candidate for provisional membership) by MR DIMITRIU

7 FUTURE OF FIAF

Ms BLOTKAMP introduced the paper resulting from the deliberations of the Future of FIAF Working Group, which brought about a broad discussion on how to define better FIAF's identity, to show the outside world where we are trying to go.

It was generally felt we needed to create a "**FIAF code of ethics**". Mr SMITHER suggested tackling this question by defining first :

- 1) the moral standards we should stick to to keep on the right side of right holders (e.g. "Members will respect copyright");
- 2) the Federation's philosophy : there seemed to be some consensus around the notion that we are a federation that preserves the moving image heritage and moving image material in a format that is as close as possible to the original one.

Several EC members spoke in favour of expanding the notion of "**preservation**" to the broadest possible interpretation : the criteria for admission should not be restricted to film preservation itself but enlarged to the fact of *supporting the notion* of preserving moving images. Thereby, people involved in film, not as a preserver but as a researcher or a borrower, could adhere to the Federation by adhering to our beliefs.

Ms BLOTKAMP wanted such a code to take into account those **elements** expressed during the last sessions of our general assemblies and the *Rights Thing* symposium.

Mr RICCI insisted that such a code indicate clearly the **general spirit** of where we want to go.

To Ms AUBERT, the **basic principles** applied by any starting archive also constituted part of our code of ethics.

There was some debate about whether a code of ethics should include the words "**non-profit**" and what meaning should attach to them. To Mr SMITHER, we had to distinguish between the profit made out of our own intellectual property and somebody else's property.

Our code of ethics would eventually consist in a set of "statements of principle" that would reassure our partners (basically producers) and define what will be the meaning of membership of the Federation.

A task force was created, comprising Roger Smither, Gabrielle Claes and Hoos Blotkamp to draft a code of ethics by the end of January, to circulate it to the EC and invite its members to reply as soon as possible, so that some clear proposals could be formulated to the General Assembly in Cartagena.

It was unanimously agreed that the same task force (Mr SMITHER, Ms CLAES and Ms BLOTKAMP), should prepare proposals to correct anomalies in our current procedures, where those procedures non longer conform to the strict requirements of the Statutes and Rules. If possible, amendments to the Statutes and Rules would be formally proposed to the next GA.

Day 3 : the first morning session was held off the records in the presence of elected EC members only in order to discuss the renewal of Mr DIMITRIU's contract with FIAF.

9 QUESTIONS ON THE REPORTS FROM THE SPECIALIZED COMMISSIONS

9.1. Commission for Programming and Access to Collections

Ms CLAES commented on her circulated report and announced that the Commission meeting that would be held soon in Amsterdam would focus, among others, on the following topics :

- East-West Touring Program : Ms CLAES was pleased at the stimulating feedback to the Commission's proposal from a number of affiliates and she encouraged those among the EC who had not responded yet to do so.

- Manual for Access : Ms CLAES deplored the membership's low response to this project which, however, did not weaken Catherine Gautier's interest in launching a (concise) survey on access for commercial purposes, in order to advise FIAF affiliates on how to give access commercially to materials they have the rights for.

9.2. Technical Commission

Referring to his written report, Mr SCHOU praised the contributions from the Commission's honorary consultants as well as Kenneth Weissman, from the North-American Technical Subcommittee.

Robert Gitt was accepted as the Commission's Vice-President.

Mr SCHOU then went through the various projects in his report.

Survey of Film Stocks : Ms AUBERT asked that a survey be carried out among European FIAF archives' film laboratories to detect possible discrepancies in Kodak's rates for film stock and try and get gross purchase conditions. The results of the survey should then be compared with the deals provided by Kodak's Chinese competitor. Mr TRUJILLO would provide information on the Chinese price list.

The President finally asked that the Journal carry articles dealing with the Technical Commission's work in progress and/or serve as a reference for guide books in the field of expertise of the Technical Commission.

9.3. Cataloguing Commission

In the absence of Ms BAYLIS, Mr SMITHER drew the EC's attention to the former's concern that the Commission's membership needed revitalizing.

Ms CLAES expressed her wish to have a basic thesaurus on non-fiction films. Ms AUBERT suggested we therefore investigate the computer systems currently used by archives that are elaborating that kind of thesaurus, as opposed to UDC classification.

The President believed that the definition of the Cataloguing Commission had to become a clear issue on the EC's agenda. Mr RICCI believed we needed a specialized body to provide guidance in our specific needs for cataloguing and documentation by investigating the largest possible range of current information technologies (knowing that some quite unexpensive ones are also very interesting ones). Mr RICCI agreed to write to Ms BAYLIS to inform her that the EC wanted to help her in defining the new brief of the Commission.

Mr TRUJILLO asked for some funds to be made available for the translation of *The FIAF Cataloguing Rules* into Spanish, although he was still confident he could possibly find somebody to do it free of charge.

9.4. Documentation Commission

No one had been appointed yet to the Commission's presidency since Mr MAGLIOZZI's resignation as Head of the Commission, last April. The latter had asked Nancy Goldman whether she would assume the role of interim President of the Commission but in a letter to Roger Smither, Ms GOLDMAN wanted to understand the EC's wishes in this regard before accepting the nomination.

Ms BANDY underlined that Pacific Film Archive could not support any travel expenses at the moment. This led Ms BLOTKAMP to raise the problem that the chance to join a FIAF Commission very much depended on your archive's financial means, which, in her opinion, was unfair.

Ms BANDY asked that the Secretariat analyse the way Commission money is used to support the travel expenses of their members so as to identify their needs on the one hand and the way they can meet them on the other hand.

The EC then discussed the future of the Documentation Commission in general, while leaving momentarily aside the taking over of its presidency.

Mr SMITHER argued that the FIAF CD-ROM had outgrown its original role as a replacement for the microfiche edition of PIP. It was now a many-faceted "publication" with an important role in the presentation of FIAF's image, and as such he wondered whether it should not be taken under more central editorial control.

Cataloguing and Documentation Commissions : to Mr RICCI, a few of the topics that had to be taken up by one or the other or both Commissions or a new entity were the following:

- notion of a FIAF centralized database
- control over the CD-ROM : Michael Moulds may stay the CD-ROM's leading force but the project should remain under the direct supervision of a Commission, otherwise it must turn back to the EC.
- supervision of those databases in connection with FIAF that are controlled by Susan Dalton
- how to scan digitised and represent non-moving images for those of us who have a large collection of non-film materials.

Ms BANDY wished Mr RICCI to coordinate a task force on the information systems that provide access to every function of our work, which she considered as a vital contribution for all of us now. Mr RICCI said he would be happy to work on such a task force if he could relate with the core-members of the Cataloguing and Documentation Commissions (Ann Baylis, Michael Moulds and Nancy Goldman) and with Roger Smither (as a former member of the Cataloguing Commission), Robert Daudelin (as co-Editor of the Journal) and Ivan Trujillo.

10 UPDATE ON FUTURE CONGRESSES AND EC MEETINGS

10.1. 1998 Congress

Mr OPELA reported on the two different symposia due to be held during the 1998 FIAF Congress in Prague :

1. Digitalisation of archive material : this included three contributions prepared by Narodni Filmovy Archiv : scientific background of digitalisation and presentation of pilot projects lead by the Czech National Library and the National Moravian Gallery in the field of image preservation.

2. Restoration as a common theme between film archives and other cultural institutions : this symposium was meant to convince Unesco that cinema must be protected and enhanced as art. Ms BANDY encouraged collaboration between Prague and the architecture department at MOMA in New York, to draw parallels between film and architecture/design. She also called for parallels between the restoration of different art forms by the same artist (e.g. Andy Warhol paintings and films; Peter Campus prints and video...). Mr SMITHER suggested that we also compare the restoration of film (taken, in this case, as a mechanical art) to museums of science and technology : the latter restore machines so that they can work while we restore films so that they can be projected. Of course, a number of cinema museums are involved in the restoration of film equipment.

10.2. Future EC meetings

Beijing 1997

It was agreed to accept Beijing's invitation to host the 1997 EC meeting in the frame of a ten-day tour of China. We would arrange with our hosts that the meeting is held well ahead of Christmas time.

Puerto Rico 1998

The EC accepted Puerto Rico's invitation to host the 1998 EC meeting.

Toulouse 1999

The EC accepted Toulouse's invitation to host the 1999 EC meeting.

12 UPDATE ON RELATIONS WITH UNESCO AND OTHER INTERNATIONAL ORGANISATIONS AND REGIONAL GROUPINGS

12.1. Unesco

Satyajit Ray project

Ms AUBERT reported that the project had well progressed thanks to Michael Friend who had acted as a good ambassador of FIAF, during his mission in India supported by Unesco.

Besides, Unesco was supporting the creation of a working group on legal deposit, copyright and related issues, headed by Catherine Pinion from IFLA. Following Ms

AUBERT's recommendation, the EC accepted to engage FIAF's participation in this project by delegating Vincent Letang from CNC in Bois d'Arcy.

Memory of the World : Mr JEAVONS announced he would report on this in Cartagena and/or prepare a note for the Journal.

Ms AUBERT finally expressed her wish to meet with the new head of PGI Department in Unesco, which Teresa Wagner had encouraged her to do.

MS AUBERT and Mr OPELA had to leave now for the airport.

12.2. Other international organisations

NGOs Round Table

Mr SMITHER reported that the most recent communication with the NGOs Round Table was a request to make sure that the diary of NGOs' future events was up to date.

He also reported that IASA's change of name to include the formula "and Audiovisual" had now been implemented. He was asked to write to the new Secretary General of IASA to repeat FIAF's concern that this change of title should not lead to any confusion between the roles of the two Federations.

ACE

Ms CLAES reported that former ACCE was now extended to all of Europe. There were several projects on the table : European filmography (that started within the Lumière project); search of lost films; Archimedia training programme. The association now needed to seek support from its affiliates (membership fees). Ms CLAES would report in Cartagena on the deliberations of the association's next meeting, due to be held the following week in Amsterdam.

Council of Europe

Mr OPELA and Jose Manuel COSTA had attended the meeting in Budapest regarding legal deposit for member film archives of the Council of Europe. The text was not signed yet and its appendix about voluntary deposit was still not satisfactory to us.

In the absence of the President, Mr SMITHER closed the meeting. He thanked our hosts for their hospitality, the participants of this meeting as well as the translators.