

The « Institut national de l'audiovisuel » (Ina)

In collaboration with

The International Federation of Television Archives (IFTA)

The Eurovision Academy, operated by EBU

and MEDIA, a programme of the European Union

F.R.A.M.E

Future for Restoration of Audiovisual Memory in Europe

Session 1: Preservation & digitization of audiovisual media

June 16 – June 20, 2014





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PRESENTATION OF THE SEMINAR

FRAME, Future for Restoration of Audiovisual Memory in Europe, is a seminar organised by the “Institut national de l’audiovisuel” (Ina) with the collaboration of the International Federation of Television Archives and the Eurovision Academy, operated by EBU. The training is organised with the support of MEDIA, a programme of the European Union.

Aim of the seminar

The use of audiovisual content involves new technologies and new way of delivering contents. This use requires having its analogical contents digitized, described, accessible and promoted. The FRAME seminar addresses, in 2 sessions, each step of the management of these contents: implementation of best practices in terms of preservation and digitization of old content, management of a life-based archive (storage, media management, security of data...), rights' management, description and accessibility of content for various audiences.

The second session “Organisation, marketing and use of archival digital content» will take place in Bry-sur-Marne, from October 27th to October 31 2014.

Who is it targeted for?

The FRAME training session addresses all European professionals¹ of the media industry who are involved in the management and use of archives whatever their knowledge and the state of progress of their company in the field of archive management.

¹ The seminar is open to participants from all EU members (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK) and, Bosnia and Herzegovina, Iceland, Liechtenstein, Norway.

LIST OF PARTICIPANTS

Name	Firstname	Country	Company	Profile	Email
BURAS	Andrius	Lithuania	Central State archives	Senior specialist for digital restoration	andriui@hotmail.com
CARVALHO	Carlos	Portugal	RTP	Head of department	carlos.carvalho@rtp.pt
DECLERCQ	Brecht	Belgium	VIAA	Digitization & Acquisition manager	brecht.declercq@viaa.be
HERMELINK	Irene	Germany	Bayerischer Rundfunk	System Manager/project	irene.hermelink@br.de
JUHASZ	Peter	Hungaria	MTVA	Developer Engineer	juhasz.peter@mtva.hu
KAUS	Maiold	Estonia	Film Archive (national archive)	Head specialist	maiold.kaus@ra.ee
MASTILOVIC	Bojan	Slovenia	Restart production	Producer	bm@restart.si
PRPIC	Tajana	Croatia	HRT	AV Archivist	tajana.Prpic@hrt.hr
PTOCHOPOULOS	Andre	UK	Birkbeck University in London	Student in film & media	andre_ptohopoulos@hotmail.com
ROBILLARD	Sébastien	Canada	Radio Canada	Supervisor	sebastien.robillard@radio-canada.ca
SANTOS	Pedro	Portugal	RTP	Head of service	pedro.santos@rtp.pt
VERBEKE	Noortje	Belgium	Packet VZW	Coordinator of Digitisation for VIAA	noortje@packed.be
WONG	Swee Cheng	Australia	State Library of Queensland	Audiovisual Conservator	swee.wong@slq.qld.gov.au

FRAME PROGRAMME

From June 16th to June 20th

The training will be delivered by trainers from Ina (France), EYE Institute (Nederland), RSI (Switzerland) and VIAA (Belgium). Theory and practical courses will be delivered on the basis of presentations, case studies, workshops, visits.

The training session will take place in the **room 1408 – Bry 1 building, 1st floor / Bry-sur-Marne.**

Monday, June 16th

9 – 9:30 am

Welcoming of participants

Presentation of the seminar

9:30 – 11 am

Presentation of each participant

Presentation of the participants, their company and projects

11 am – 12:15 pm

Introduction to strategic and economic issues of media archives management

The Ina preservation and digitisation plan (PDP): historical approach and issues.

Dominique Saintville, Freelance

1:30 – 2:30 pm

Introduction to digital archiving

Presentation of the “layer” model of a Digital Media Asset Management system, adapted to Digital Archives

Specifying uses and users

Jean-Noël Gouyet, Freelance

2:30 – 5:30 pm

Designing a preservation and digitisation plan: methodology & 1st actions to implement

Strategic definition of a preservation and digitization plan

Analysis of the situation of one’s archive regarding the expected results and high-end users

Analysis of the existing situation

Setting priorities: planning urgent action, organizing selection (criteria, methods)

Designing scenario:

Technical solutions

Required human, technical & financial resources

Costs

Specifications

Camille Martin, Ina

8 pm

Dinner in Paris

Tuesday, June 17th

9 am – 12:45 pm

Specifying and selecting appropriate digital audio/video/film file formats and storage physical media

Digital media formats (refresher session) - Parameters, standards and performances:

Media essence (audio / still pictures / film / video) formats

- Native (non-compressed) formats
- Compression formats (codecs)

Container-formats

Selecting digital media formats: methodology and criteria

Storage of physical media

- Specifications and performances (refresher session)

Jean-Noël Gouyet, Freelance

2 – 5:30 pm

Digitizing film

Technical operations before transfer

Key functions of a transfer line; equipment; processes

Logistics: workflow organization; monitoring of tasks

Quality control

Target file formats for film preservation

Organizational issues: in-house or outsourcing

Case study: Film digitization at EYE

Jean Varra, Ina & Annike Kross, EYE

Wednesday, June 18th

9 am – 12:45 pm

Digitizing video and sound

Technical operations before transfer

Key functions of a transfer line; equipment; processes

Logistics: workflow organization; monitoring of tasks

Quality control

Target file formats for video and sound preservation

Organizational issues: in-house or outsourcing

Examples of transfer lines

Jean Varra, Ina

2 – 5 pm

How to manage a digital archive (1/2)

Specifying and managing the workflow

Specifying and managing the functions

Specifying and managing the technical platform:

- Storage system and servers: Architectures - Parameters - HSM
- Migration strategies
- Metadata, data model and databases

Managing the media files

Jean-Noël Gouyet

Thursday, June 19th

9 am – 12:45 pm

How to manage a digital archive (2/2)

Digital Media Asset Management (DMAM) system

Total cost of Ownership

Jean-Noël Gouyet

Guidelines on how to prepare, build and maintain an online media platform

Objectives, audiences and use cases

Storyboards and graphics

Architecture and technical solutions

Marketing, editorial and monitoring

Sylvain Sépot, Ina

2 – 3 pm

Case study: Visit of the Ina-SNC technical platform

Philippe Gerrier, Ina

3:30 – 5 pm

Workshop on Ina's case study

Film and video transfer processes at Ina

Brice Amouroux, Ina

Friday, June 20th

9:30 am – 12:30 pm

European Case studies: managing digitization projects

Brecht Declercq, VIAA

Theo Mäusli, RSI

12:30 – 2 pm

Lunch & networking opportunity

2 – 3:30 pm

Digitization and archiving project for international collections

Dominique Saintville

3:30 – 4 :30 pm

Digital Curation Game

The CURATE game is designed to be used as an exercise that prompts players to put themselves into digital project scenarios in order to address issues and challenges that arise when institutions engage with digital curation and preservation.

4:30 – 5 pm

Evaluation and close of the seminar



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SPEAKERS

Dominique Saintville

Media archives adviser

Jean-Noël Gouyet

DMAM Consultant and Trainer

Camille Martin

Project manager – Consulting department, Ina

Anniké Kross

Film restorer – EYE Institute

Jean Varra

Head of technical department – Collections department,
Ina

Sylvain Sépot

System Architect, IT department, Ina

Brice Amouroux

Head of technical planning service – Collections
department, Ina

Theo Mäusli

Responsible for exploitation of archives, RSI

Brecht Declercq

Digitization and acquisition manager, VIAA

FRAME speakers' data

Name: Dominique SAINTVILLE

Position: Media Archives Adviser

Professional profile

After a few decades at Ina working on media archives and international cooperation, Dominique has been elected at the UNESCO Memory of the World Register Committee by the CCAAA (Coordinating Council of Audiovisual Archives Associations).

She has been working in media archives since 1977 in various areas: information systems and metadata methodology, marketing, preservation and digitisation, history of TV programmes and archives.

She has been involved in FIAT/IFTA (International Federation of Television Archives) activities since its creation – in the Executive Committee, the Program and Production Commission, and the Save your Archive Program. She is presently a FIAT/IFTA honorary member.

Her academic background is Political Science (IEP, Paris, 1966) and Information & Communication Science (EHESS, Ph. D - 1979)

E-mail:

dominique.saintville@wanadoo.fr

FRAME speakers' data

Name: Jean-Noël GOUYET

Position: DMAM Consultant and Trainer

Company: Freelancer

Professional profile

Digital Techniques and Systems engineer, Jean-Noel has worked for 27 years at the Institut National de l'Audiovisuel. At first, in the Training Department he developed and managed further training courses on 'Digital TV equipment'. He spent then a couple of years producing training material, especially in collaboration with BBC Television Training and the Australian Film, Television and Radio School. During the next and last 10 years, at the INA Research Department, he wrote several technical reports on 'Video servers', 'Digital Mass Storage', 'Compression', 'Media Distribution on Networks', 'Media Protection' and 'Digital Media Asset Management (DMAM)'.

Although officially retired, Jean-Noel goes on giving lectures at Ina EXPERT, on Digital Techniques and DMAM, and has collaborated on some occasions with EBU Training. He has published a book 'Gestion des médias numériques – Digital Media Asset Management' (Dunod, Paris, 2006).

Address:

35 rue des Nations
94500 CHAMPIGNY-sur-Marne
FRANCE

Phone:

+33 (0)1 4880 5265 / +33 (0)9 5448 5265 VoIP / +33 (0)6 7216 8389 mobile

E-mail:

jeannoel.gouyet@free.fr

FRAME speakers' data

Name: Jean VARRA

Position: Head of technical department

Company: Ina

Department or Service: Collections

Professional profile

Jean VARRA is Chief Engineer and Head of the technical department in charge of Ina's archives. He is in charge of the technical evolution of the archives and particularly, he manages the preservation and digitisation plan of Ina audio-visual archives since 2003.

He also participates in the international activities of Ina. He has led several missions whose objectives are to assess audio-visual holdings, advise and evaluate the solutions for various televisions in various countries e.g.: TSR in Switzerland, RTS in Serbia, EPTV in Algeria, MOCI in Saudi Arabia. He has participated in European projects like Presto, PrestoSpace and now Presto Center.

He also performs training on technology and archive management for « Ina sup » and participates frequently, as a speaker, to international seminars and conferences.

Address:

Ina
4 avenue de l'Europe
F – 94366 Bry-sur-Marne

Phone:

+ 33 (0)1 49 83 24 59

E-mail:

jvarra@ina.fr

FRAME speakers' data

Name: Camille MARTIN

Position: Project manager

Company: Ina

Department or Service: Ina EXPERT

Professional profile:

Camille Martin works as a project manager in the Consulting department at Ina and is in charge of projects with foreign and French companies and institutions on the preservation and digitization of their audiovisual and digital heritage. She has graduated in management of audiovisual and digital heritage. She participated in assessments of audiovisual collections for CyBC (Cyprus), Filmske Novosti and RTV (Serbia) and works closely with institutions setting up the preservation and digitization of their audiovisual archives.

In the framework of the Medmem project, she also participated in writing a guide of good practices regarding preservation and digitization of audiovisual archives.

Address:

4 avenue de l'Europe
F – 94366 Bry-sur-Marne

Phone:

+ 33 1 49 83 38 03

E-mail:

camartin@ina.fr

FRAME speakers' data

Name: Annike KROSS

Position: Film restorer

Company: EYE Film Institute Netherlands

Department or Service: Restoration & Digitization

Professional profile

Studied restoration of Moving Image and Photography at the University of Applied Science in Berlin, where she finished her studies in 2006, graduating cum laude. Topic of her final thesis: The Simulation Of Tinting And Toning Using The So-called Desmet Method.

She has worked since 2007 at EYE Film Institute Netherlands as a film restorer - responsible amongst many other titles for the restoration of J'ACCUSE (Abel Gance - FR, 1919), SHOES (Lois Weber - USA, 1916) and THE SPANISH DANCER (Herbert Brenon - USA, 1923).

Address:

Van Marwijk Kooystraat 14
1096 BR Amsterdam

Phone:

0031641348091

E-mail:

Annikekross@eyefilm.nl



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FRAME speakers' data

Name: Sylvain SEPOT

Position: System Architect

Company: Ina

Department or Service: Architecture & Innovation

Professional profile

Sylvain has been working at Ina since 1998. He has followed the evolution of the web and took part and still does to the main media web projects working as:

- Web developer for 8 years
 - Deputy development manager for 6 years
 - System Architect since 1 year
-

Address:

4, av de l'Europe 94360 Bry-sur-marne

Phone:

+33 1 49 83 21 15

E-mail:

ssepot@ina.fr

FRAME speakers' data

Name: Brice AMOUROUX

Position: Head of technical planning service

Company: Ina

Department or Service: Collections

Professional profile:

Agronomic engineer, Brice recently joined Ina after running the audiovisual archive of the French agriculture Department.

He's in charge of optimizing technical processes and workflows. He also makes sure both technical and human resources are available to satisfy a large variety of clients' demands (documentary productions, preservation and digitization plans...)

He specifically works on digitization and digital restoration innovations regarding new image and sound standards.

Address:

Ina
4 avenue de l'Europe
F – 94366 Bry-sur-Marne

Phone:

+ 33 (0)1 49 83 22 79

E-mail:

bamouroux@ina.fr

FRAME speakers' data

Name: Brecht DECLERCQ

Position: Digitization and Acquisition manager

Company: VIAA

Department or Service: n/a

Professional profile

Brecht Declercq, MA, MSc (°1981) is the Digitization and Acquisition Manager at VIAA, the Flemish Institute for Archiving, since 2013. Previously he worked for the Belgian public broadcaster VRT for almost 10 years as a radio archivist and a project lead in several digitization, media asset management and access projects. He's an active voice in the international audiovisual archives world as a member of the FIAT/IFTA Media Management Commission. He writes, presents, reviews and advises to several European broadcasters and audiovisual archives.

Address:

Gaston Crommenlaan 8 / bus 102

Phone:

+32 474 25 04 67

E-mail:

brecht.declercq@viaa.be

FRAME speakers' data

Name: Theo MÄUSLI

Position: Responsible for the exploitation of archives**Company:** Radiotelevisione svizzera**Department or Service:** Palinsesto e immagine

Professional profile:

After studying in Zurich, Lausanne and Geneva he dedicated his doctoral dissertation to the reception of jazz in Switzerland during the Thirties. He taught Swiss contemporary history in the universities of Zurich and Basel. He researched, sustained by Swiss national found for scientific research, on the social history of radio in Switzerland (1930/1960), was curator of the exhibition *Echo der Schweiz/Onde Elvetiche* in Bern, Schwyz and Lugano and was author and co-director of the "History of radio and television in Switzerland" (3 volumes, on behalf of the general direction of SRG/SSR). He collaborated as an expert and as an author to the *Historical Dictionary of Switzerland*. Mäusli is the author of scholarly publications about the history of mentalities and popular cultures, especially in relation with media and audiovisual archives. In 2000 he was the cantonal delegate for the Swiss national exhibition *Expo.02*. Since April 2002 he is in charge of the documentation and archives of the Swiss Italian radio and television (RSI). Theo Mäusli participates actively at FIAT/IFTA (International Federation of radio and television archives) where he is a commission member.

Address:

Radiotelevisione svizzera ; CH-6900 Lugano

Phone:

+41 91 803 51 28

E-mail:

Theo.Maeusli@rsi.ch

FRAME 2014 – 1st session

June 16 – June 20

PRACTICAL INFORMATION

- **Schedule**

From Monday June 16th to Friday June 20th, the seminar will take place at Ina headquarters in Bry-sur-Marne – Building BRY 1, room 1408.

Lunches will be provided by the company restaurant. Lunches are included in the registration fee. The first day, lunch tickets will be given to you. The restaurant is located in Building BRY 5. (Map 2)

- **Hotel**

You will stay at the **Novotel**, 2 allée Bienvenue in Noisy le Grand. Breakfasts are included. The Novotel is very close to a mall “Les Arcades”, where you can find many shops and restaurants.

- **From Paris airports to Novotel Noisy le Grand**

From Orly airport:

Take the OrlyVal until “Antony”. Then, take the RER B until “Chatelet-les-Halles” and, in “Chatelet-les-Halles”, take the RER A direction “Torcy” or “Marne-la-Vallée” and stop at “Noisy-le-Grand Mont d’Est”. (Around 15 EUR – 1 hour and a half)

From Roissy Charles de Gaulle airport:

Take RER B to Paris city center and stop at “Chatelet-les-Halles” and, in “Chatelet-les-Halles” the RER A direction “Torcy” or “Marne-la-Vallée”, stop at “Noisy-le-Grand Mont d’Est” and exit at *Les Arcades*. (Around 15 EUR – 1 hour and a half)

You can also take a cab from both airports (around 50 EUR – 35 minutes)

From Gare du Nord station:

Take RER B towards Robinson or Saint-Rémy les Chevreuses and stop at “Chatelet-les-Halles” (1 stop) and, in “Chatelet-les-Halles” the RER A direction “Torcy” or “Marne-la-Vallée” and stop at “Noisy-le-Grand Mont d’Est”. (Around 4 EUR – 50 minutes)

- **Access to Ina training location**

Please remember that FRAME training starts on **Monday June 16th at 9 am** at Ina.

Ina is at a walking distance from Novotel: 15 minutes’ walk. (Map 1)

You can also take the **bus 120** (pink) towards “Nogent-sur-Marne RER”.

Step down at the “Moliere” stop (about 5 minutes by bus).

Ina is just across the street.

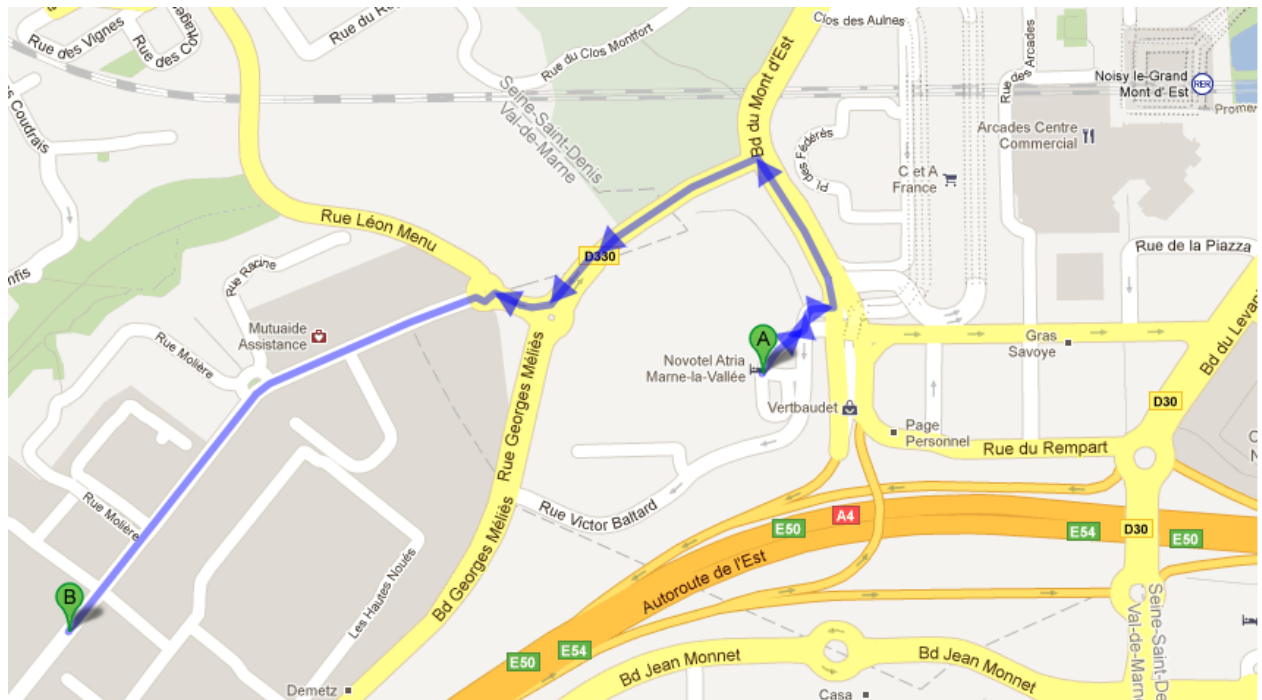
You will be asked to give your name and to show your “laissez-passer” at the security check.
(Map 2)

INFO ABOUT RER TICKET PRICE

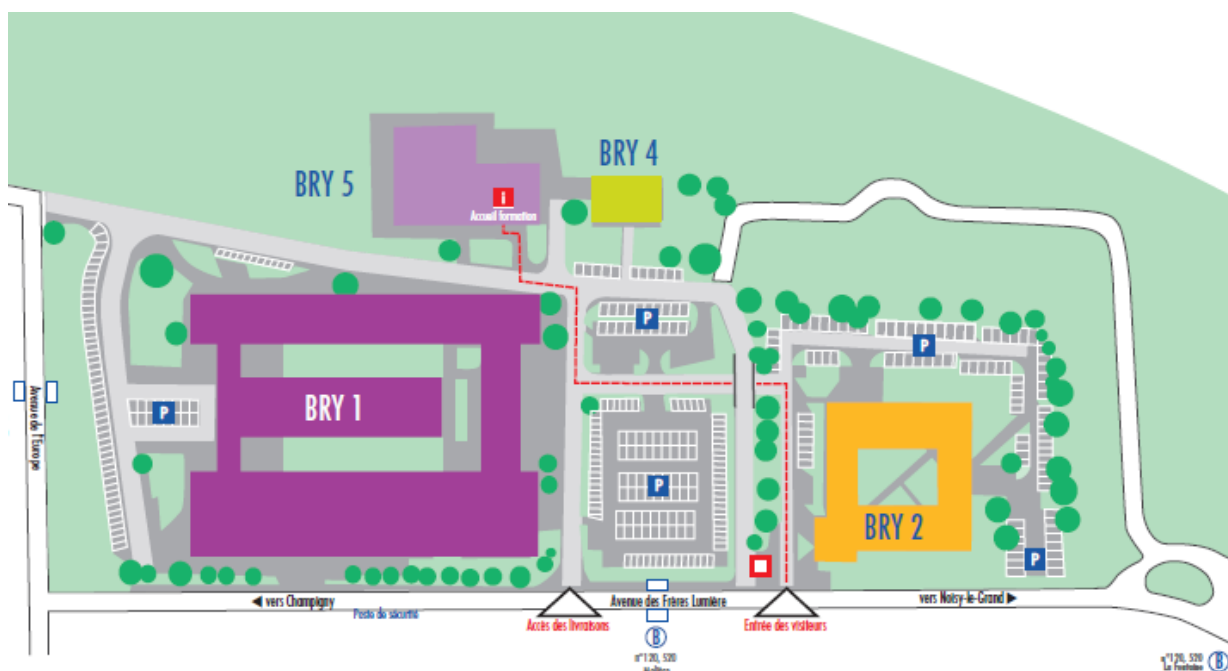
You can buy a **one-week pass** which costs 31.05 EUR (zone 1 to 4) in metro and RER stations. It will allow you to use **Metro, RER and bus** easily from Monday to Sunday.

If you don't have the pass, the bus ticket is 2 EUR. You pay inside the bus. Best to have exact change.

Map 1 - Coming to Ina from the hotel (A is the hotel and B is Ina):



Map 2 - Ina in Bry-sur-Marne



To go to Paris

If you want to go to Paris by yourself, you need to take the RER A (Red line) at “Noisy-le-Grand Mont d’Est” towards “Cergy” or “Poissy”. These trains will stop in Paris.

To return from Paris, you need to take the **RER A towards “Marne-la-Vallée Chessy” or “Torcy”** and stop at “Noisy-le-Grand Mont d’Est”. (Map 3)

If you don’t have the one-week pass, you will need to buy specific tickets at the RER station. (Around 3.5 EUR – 15 minutes ride)

For more information about public transportation in Paris, you can see the interactive map:

<http://www.ratp.fr/plan-interactif/> or <http://www.ratp.fr/en/>

Map 3 - The A-line between “Noisy-le-Grand Mont d’Est” and Paris:



CONTACTS

For further information, please refer to:

Pedagogical aspects:

Miss Camille MARTIN

Room 410 – Building Bry 1

camartin@ina.fr

Tel. +33 1 49 83 38 03

Gsm. + 33 6 84 40 91 18

Practical aspects:

Miss Delphine WIBAUX

Room 410 – Building Bry 1

dwibaux@ina.fr

Tel. + 33 1 49 83 29 79

Gsm. + 33 6 84 26 40 52

Mrs Thérèse ORHON

Room 1428 – Building Bry 1

torhon@ina.fr

Tel. + 33 1 49 83 21 65