



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

In collaboration with

The International Federation of Television Archives (IFTA)

The Eurovision Academy, operated by EBU

and Creative Europe, 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 22 - June 26, 2015



**Co-funded by the  
Creative Europe Programme  
of the European Union**



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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 (European Broadcasting Union). The training is organised with the support of Creative Europe, a programme of the European Union.

### Aim of the seminar

FRAME is designed to stimulate innovation and creativity of audiovisual archives professionals. It also aims at creating an international network of digital media and audiovisual archive experts. FRAME is an opportunity for professionals to share their projects and outcomes with their peers. In other words, FRAME intends to initiate a community of good practices, shared knowledge and common projects.

The FRAME seminar addresses, in 2 sessions, each step of the management of audiovisual 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.

### Who is it targeted for?

FRAME is a training program designed for professionals dealing with audiovisual archives. The FRAME training session addresses all European professionals<sup>1</sup> 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.

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<sup>1</sup> 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         | First name      | Country        | Company                              | Profile                                   | Email                                                                        |
|--------------|-----------------|----------------|--------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|
| ANTONIOU     | Savvas          | Cyprus         | Cyprus Broadcasting Corporation      | TV and radio engineer                     | <a href="mailto:savvas.antoniou@cybc.com.cy">savvas.antoniou@cybc.com.cy</a> |
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| HORVAT       | Klementino      | Croatia        | HRT                                  | Computer specialist                       | <a href="mailto:klementino.horvat@hrt.hr">klementino.horvat@hrt.hr</a>       |
| KESIC        | Jovana          | Serbia         | Filmske Novosti                      | Head of Archive                           | <a href="mailto:arhiv@filmskenovosti.rs">arhiv@filmskenovosti.rs</a>         |
| LAZAR        | Georgiana-Irina | Romania        | TVR                                  | Head of Romanian Television Media Archive | <a href="mailto:irina.negraru@tvr.ro">irina.negraru@tvr.ro</a>               |
| LEGELIUS     | Per             | Sweden         | Swedish Film Institute               | Systems Administrator                     | <a href="mailto:per@legelius.se">per@legelius.se</a>                         |
| MARKS        | Gregor          | United Kingdom | BBC                                  | Digital Library Archive Manager           | <a href="mailto:gregor.marks@bbc.co.uk">gregor.marks@bbc.co.uk</a>           |
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| ROCHA        | Tiago           | Portugal       | RTP                                  | Coordinator of Digital Management service | <a href="mailto:tiago.rocha@rtp.pt">tiago.rocha@rtp.pt</a>                   |
| ROGHED       | Nina            | Sweden         | Swedish Film Institute               | Preparation and Scanning Officer          | <a href="mailto:nina.rogged@sfi.se">nina.rogged@sfi.se</a>                   |
| SAMARIN      | Nenad           | Croatia        | HRT                                  | Head of department Telecine and subtitles | <a href="mailto:Nenad.Samarin@hrt.hr">Nenad.Samarin@hrt.hr</a>               |
| STANISOR     | Bogdan          | Romania        | PROTV S.R.L.                         | Broadcast System Admin                    | <a href="mailto:bogdan.stanisor@protv.ro">bogdan.stanisor@protv.ro</a>       |
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| UABUMRUNGJIT | Chalida         | Thailand       | Film Archive                         | Deputy Director                           | <a href="mailto:chalidau@gmail.com">chalidau@gmail.com</a>                   |

## FRAME PROGRAMME

**From June 22<sup>th</sup> to June 26<sup>th</sup>**

The training will be delivered by trainers from Ina (France), SONUMA (Belgium), International Olympic Committee - CIO (Switzerland) and Radio-Canada (Canada). 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 1404 - Bry 1 building, 1<sup>st</sup> floor / Bry-sur-Marne.

### Monday, June 22

**9 - 11 am**

#### **Welcoming and presentation of participants**

Presentation of the seminar

Camille MARTIN & Delphine WIBAUX, project managers, Ina

**11 am - 12:15 pm**

#### **Introduction to strategic and economic issues of media archives management**

INA preservation and digitization plan: historical approach and issues.

Claire CORNELOUP, Project manager, Ina

**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 VARRA, head of technical department, Ina

**2:30 - 5:30 pm**

#### **Designing a preservation and digitisation plan: methodology & 1<sup>st</sup> 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)

Managing born-digital content integration

Designing scenario:

✚ Technical solutions

✚ Required human, technical & financial resources

✚ Costs

Specifications

Camille MARTIN, Project manager, Consulting department, Ina

**Tuesday, June 23**

**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 VARRA, head of technical department, Ina

**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

Benjamin LERENA, Project manager, Consulting department, Ina

Stéphane BAYOT, Head of operations, Sonuma (Case study)

**Wednesday, June 24**

**9 - 10:30 am**

**Digitizing video & sound 1**

Technical operations before transfer

Key functions of a transfer line; equipment; processes

Logistics: workflow organization; monitoring of tasks

Quality control

Jean VARRA, Head of technical department, Ina

**10:45 - 12:45 pm**

**Digitizing video & sound 2**

Target file formats for video and sound preservation

Organizational issues: in-house or outsourcing

Jean VARRA, Head of technical department, Ina

**Ina case study: visit of sound transfer infrastructures**

Vincent FROMONT, Sound restoration engineer, Collections department, Ina

Thomas MONTEIL, Sound restorer, Collections department, Ina

**2 - 5 pm**

**How to manage a digital archive (1/2)**

Specifying and managing the workflow

Specifying and managing the functions (transcoding, quality control and storage)

Specifying and managing the technical platform:

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

Digital Media Asset Management (DMAM) system: Managing the media files

Nicolas BOGUICKI, Deputy Director, IT department, Ina

Pascal FLARD, IT project manager, Ina

## Thursday, June 25

**9 - 10:30 am**

### **How to manage a digital archive (2/2)**

Digital migration strategy and data preservation

Jean VARRA, Head of technical department, Ina

**10:45 - 12:45 pm**

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

Objectives, audiences and use cases

Storyboards and graphics

Architecture and technical solutions

Pierre ROUGIER, Project manager, Ina

**2 - 5 pm**

### **Ina case study: visits**

1. Film transfer and restauration infrastructures
2. Video transfer infrastructures
3. Media management and storage infrastructures

## Friday, June 26

**9:30 am - 4:30 pm**

### **Case studies: managing digitization projects**

Institution: Philippe LAURENS, CIO, Switzerland (MAM implementation)

Broadcast: Patrick MONETTE, Radio-Canada CBC, Canada (Massive digitization plan)

**4:30 - 5 pm**

### **Evaluation and close of the seminar**

## **SPEAKERS**

|                         |                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------|
| <b>Camille Martin</b>   | Project manager - Consulting department, Ina                                           |
| <b>Jean Varra</b>       | Head of technical department - Collections department, Ina                             |
| <b>Claire Corneloup</b> | Project manager - Collections department, Ina                                          |
| <b>Benjamin Léréna</b>  | Project manager - Consulting department, Ina                                           |
| <b>Vincent Fromont</b>  | Sound restoration engineer - Collections department, Ina                               |
| <b>Stéphane Bayot</b>   | Head of operations, SONUMA                                                             |
| <b>Patrick Monette</b>  | Head of media library and archives, Radio-Canada                                       |
| <b>Philippe Laurens</b> | Head of Patrimonial Assets Management Programme, International Olympic Committee - CIO |
| <b>Pascal Flard</b>     | IT project manager - IT department, Ina                                                |
| <b>Nicolas Bogucki</b>  | Deputy Director - IT department, Ina                                                   |
| <b>Pierre Rougier</b>   | Project manager - Digital edition department, Ina                                      |
| <b>Thomas Monteil</b>   | Sound restorer - Collections department, Ina                                           |

**Name:** Camille MARTIN

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**Position:** Project manager

**Company:** Ina

**Department or Service:** Consulting Department

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**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.

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**Name:** Jean VARRA

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**Position:** Head of technical department

**Company:** Ina

**Department or Service:** Collections

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### 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.

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**Name:** Claire CORNELOUP

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**Position:** Project manager

**Company:** Ina

**Department or Service:** Collections

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**Professional profile:**

Claire Corneloup is a project manager working at Ina for the preservation and digitization plan. She has a diploma in documentation and a master's degree in English.

In 2012, she was invited to the International TV Festival in Bar, Montenegro and participated in a round table about the digitization of TV archives.

Having first an experience as a researcher in various domains and firms including Ina, Claire has been involved in the Ina digitization Plan since 2000. In 2004, she becomes in charge of a team of five people working for that Plan. Her team is trained to choose the best TV or radio carrier in order to create expertise or sets for both internal technical chains and subcontractors.

Consequently, she relies on internal services and service providers as well. She works with various dedicated services taking part in the Plan such as technical services, quality control, storage areas, transport... Claire's team is the center of a process which requires a strong logistic organization.

Claire also adjusts volumes and rhythms of production according to the yearly budget.

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**Name:** Benjamin LERENA

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**Position:** Project Manager

**Company:** Ina

**Department or Service:** Consulting Department

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**Professional profile:**

Benjamin Lerena works as a project manager within INA Consulting department. He is assisting companies and institutions, in France and abroad, on the preservation, digitization and management of their analogue and digital audiovisual heritage.

He has graduated in sound and acoustics and participated to the FIAF Film Restoration Summer School. He has been working as a sound restorer at Ina technical department for 13 years before joining the Consulting department and is specialized in audiovisual archives restoration.

He carried out assessments of audiovisual collections and contributed to a large plan for helping ICAIC (Cuba) in digitizing and restoring the Noticiero Latinoamericano (National treasure, registered in the Unesco's Memory of the World programme in 2009).

He also leads trainings for students and professionals at Ina or in foreign countries (2M in Morocco, Señal Memoria in Colombia) on various topics as restoration, technical aspects for film and audiovisual carriers, digitization plans...

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**Name:** Vincent FROMONT

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**Position:** Sound restoration engineer

**Company:** Ina

**Department or Service:** Collections Department

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**Professional profile:**

Vincent Fromont coordinates the preservation and restoration activities on the radiophonic collection at Ina since 1998.

After working as a professional musician and in audiovisual production, he joined Ina in 1993 as a radio technician and thus achieved a childhood dream of working in the field of audio and radio engineering.

In 1999, he participated in the preservation and digitization program for the radiophonic collection by contributing to the requirements specification definition. Within the same framework, he participated in the setting up of quality check standards for digitized audio archive material.

Vincent Fromont is also a teacher and instructor and has been giving lectures on audio records history and on audio archives restoration for the last 10 years. He worked with both professionals participating in a vocational training within Ina as well as students from other schools, including INP (National Superior School for Heritage).

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**Name:** Stéphane BAYOT

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**Position:** Head of operation

**Company:** SONUMA

**Department or Service:** Operations department

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**Professional profile:**

Since 2009: Head of Operations department of Sonuma (external digitisation solutions for video and sound, internal film digitisation, strategic development of archiving policies)

2005-2009: Head of archives of the RTBF (Public broadcasting organization of the French Community of Belgium)

2000-2005: Project leader of RTBF Archives

1994-1999: AV archivist of RTBF

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**Name:** Patrick MONETTE

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**Position:** Director of the department

**Company:** Radio-Canada

**Department or Service:** Media library and archives

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**Professional profile:**

After joining Radio-Canada in 2006 as video library and storage room supervisor, Mr. Monette went on to hold the positions of Manager, Research and Client Service, and Senior Manager, Collection Preservation and Development, with Media Library and Archives from 2008 to 2014. He was appointed director of the department in August of last year. Mr. Monette is leading the department's shift to an increasingly digital service offering. He oversees digitization project planning and the collection development plan, based on client needs.

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**Name:** Philippe LAURENS

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**Position:** Head of Patrimonial Assets Management Programme

**Company:** International Olympic Committee (CIO)

**Department or Service:** Culture and Heritage department

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**Professional profile:**

After 14 years of experience in the management of large international programmes, Philippe joined the International Olympic Committee to manage projects and programmes related to information and assets management. For 8 years, in the sports organisation Philippe has been managing the PAM programme to preserve the Olympic heritage by the digitization and to distribute it through a B-to-B multimedia library.

Philippe and his team of up to 40 people, 57 service providers, with a budget of 31 MCHF, have been achieved the PAM programme in 8 years.

Every month 1000 requests for Olympic heritage assets are submitted to The Olympic Multimedia Library to serve the promotion of olympism around the world.

Philippe has an engineering degree and a MBA diploma.

The PAM programme safeguarded the imagery of the Olympic Games since 1896. This heritage represents more than one century of Olympic history in 2000 hours of films, 33 000 hours of videos, 500 000 photos, 8500 hours of audio recordings, 2000 historical documents and 20 000 photos of artefacts.

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**Name:** Pascal FLARD

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**Position:** Project manager

**Company:** Ina

**Department or Service:** IT department

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**Professional profile:**

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**Name:** Nicolas BOGUCKI

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**Position:** Deputy director

**Company:** Ina

**Department or Service:** IT Department

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**Professional profile:**

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**Name:** Pierre ROUGIER

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**Position:** Project manager

**Company:** Ina

**Department or Service:** Digital edition department

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**Professional profile:**

Experienced web developer (FrontEnd / BackEnd)

Last positions and projects:

- National Film Board of Canada: prototype for NFB new website
  - Ina: development and integration of an engine designed to present videos in a strong editorial context
  - Jeuxsurunplateau.com: design of an online adaptation of a board game called "Seven wonders"
- 

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**Name:** Thomas MONTEIL

---

**Position:** Sound restorer

**Company:** Ina

**Department or Service:** Collections department

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**Professional profile:**

Thomas Monteil is a sound restorer working at Ina collections department. He is working on the most special cases and has to restore severely damaged materials from French national radio archives.

He also worked at the Quebec Collective Society for the Rights of Makers of Sound and Video Recordings as a register analyst and in other companies as a polyvalent audiovisual technician.

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**FRAME 2015 - 1<sup>st</sup> session**

**June 22 - June 26**

## **PRACTICAL INFORMATION**

## Schedule

From Monday June 22<sup>nd</sup> to Friday June 26<sup>th</sup>, the seminar will take place at Ina headquarters in Bry-sur-Marne - Building BRY 1, room 1404.

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 and train stations 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” and take **exit 4 Noisy-Le-Grand (Mont d’Est) sortie Bus - Gare routière**. (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 take **exit 4 Noisy-Le-Grand (Mont d’Est) sortie Bus - Gare routière**. (Around 15 EUR - 1 hour and a half)

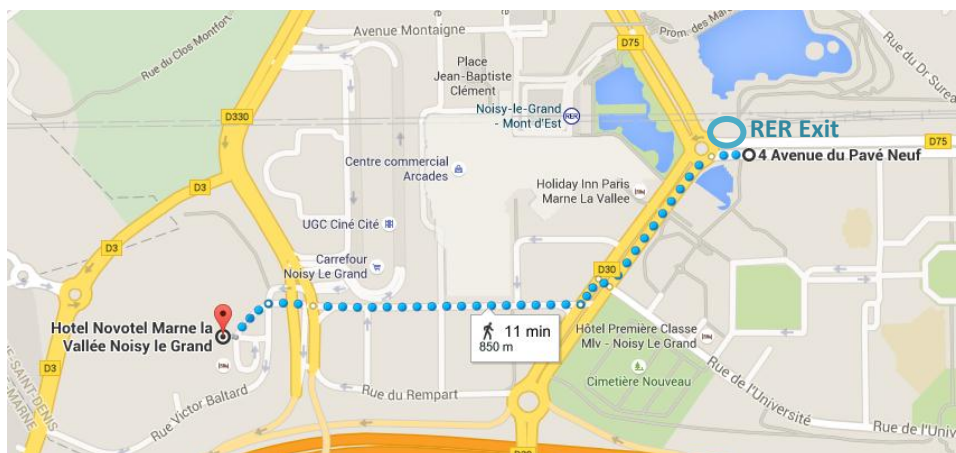
You can also take a cab from both airports (around 50 EUR - 35 minutes)

### **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” and take **exit 4 Noisy-Le-Grand (Mont d’Est) sortie Bus - Gare routière**. (Around 4 EUR - 50 minutes)

### **From Noisy le Grand station to Novotel:**

## **Map 1 - Coming from RER station (Noisy-Le-Grand) to Novotel**



- ❖ Take **exit 4** “Noisy-Le-Grand (Mont d’Est) sortie Bus - Gare routière”
- ❖ Take west on Avenue du Pavé Neuf
- ❖ At the traffic cricle, take first exit on Boulevard du Levant
- ❖ Take right on Boulevard du Levant
- ❖ Take left on Boulevard du Levant
- ❖ Take right on Rue du Centre
- ❖ Continue straight on Rue Victor Baltard
- ❖ Rue Victor Baltard make a smooth turn on the left and becomes Rue Bienvenue

#### Access to Ina training location

Please remember that FRAME training starts on **Monday June 22<sup>nd</sup> 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.

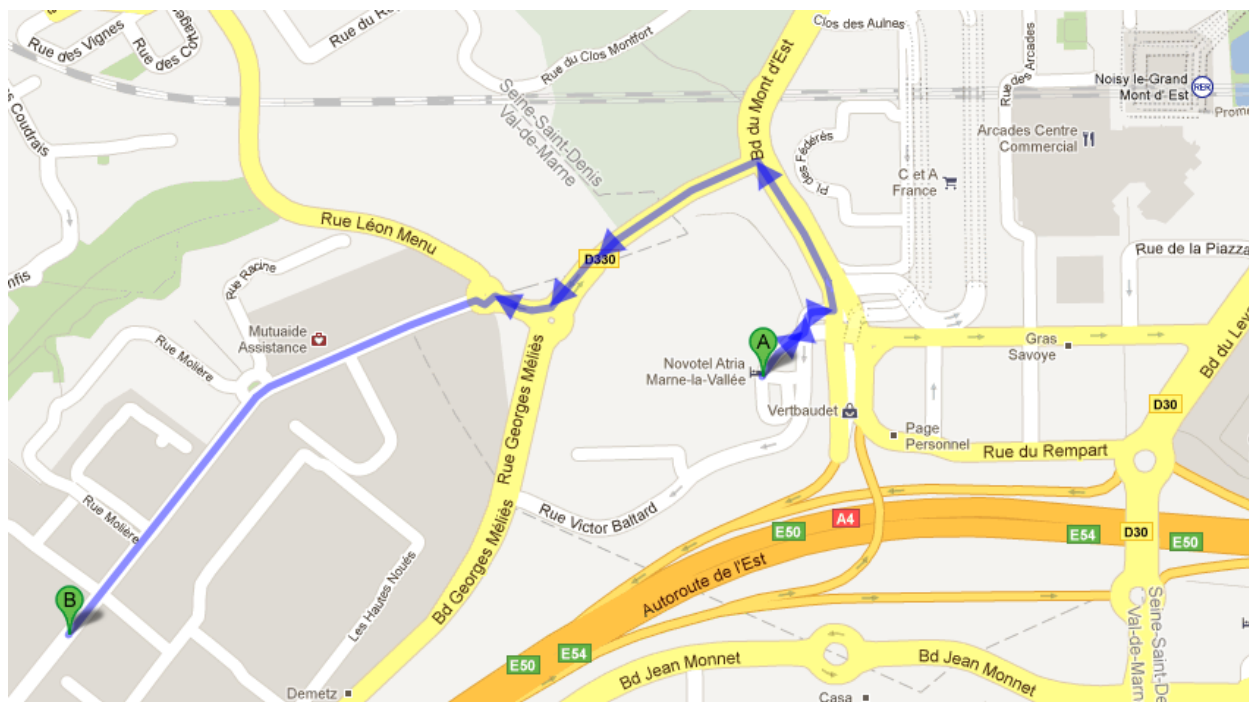
(Map 2)

#### INFO ABOUT RER TICKET PRICE

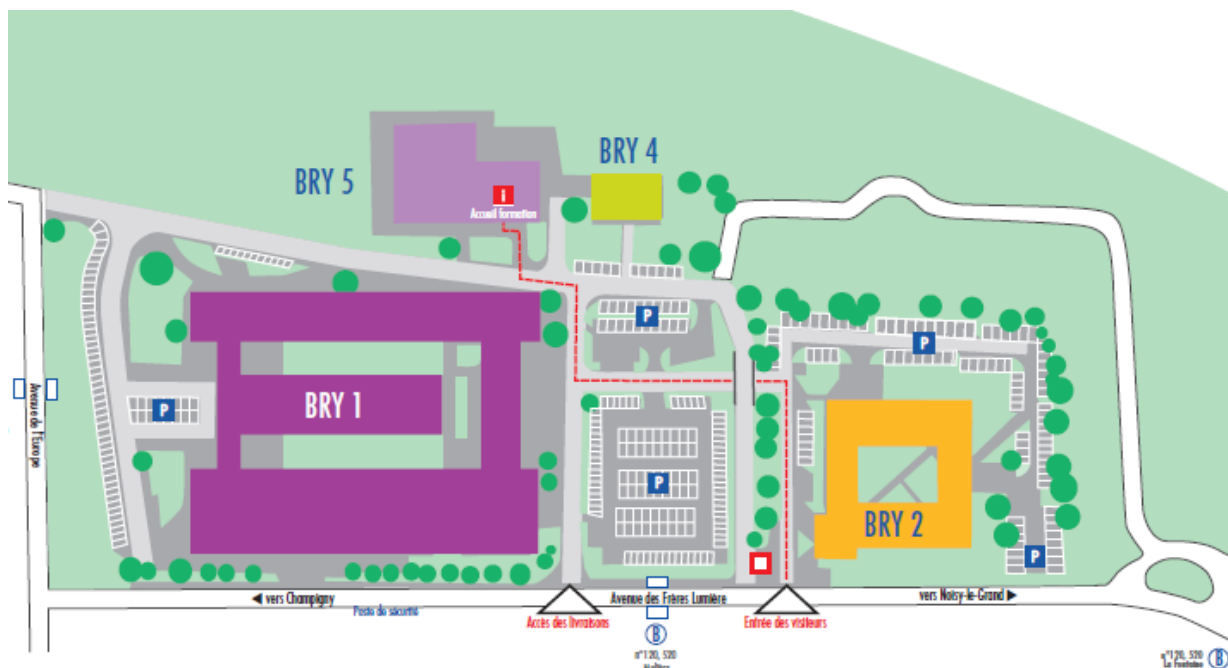
You can buy a **one-week “Navigo”** pass which costs 32.95 EUR (zone 1 to 4) in metro and RER stations. It will allow you to use **Metro, RER and bus** easily from Monday to Sunday.

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

Map 2 - Coming to Ina from the hotel (A is the hotel and B is Ina):



Map 3 - 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 3.7EUR for one-way ticket - 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 4 - The A-line between “Noisy-le-Grand Mont d’Est” and Paris:



## CONTACTS

For further information, please refer to:

### **Pedagogical aspects:**

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### **Practical aspects:**

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