

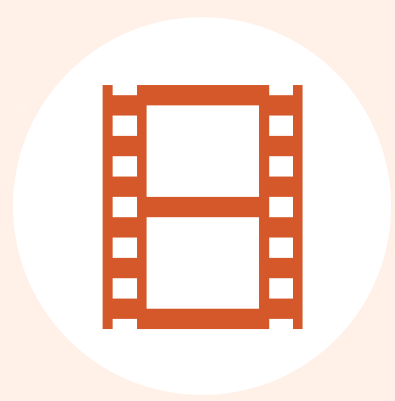
FRAME training course - Session 1
June 18 to 22, 2018 - Ina, Bry-sur-Marne

PROGRAMME



FRAME

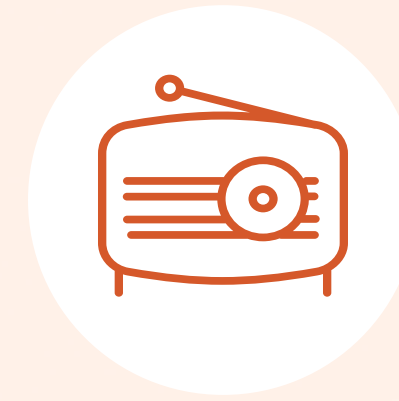
Make the best
out of your archives!



PRESERVATION



DIGITIZATION



AUDIOVISUAL
MEDIA

PRESERVATION AND MANAGEMENT OF AUDIOVISUAL MEDIA

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LIST OF PARTICIPANTS

Mrs Eloy Sarah

Project Manager Digitization,
VIAA - Belgium

Mrs Sotillo Teresa

Archive Content Manager, Olympic
Channel - Spain

Mrs Choi Hyo Jin

Lecturer researcher & student of
ph.D, Hankuk University of
Foreign Studies - South Korea

Mrs Crommelin Suzan

Staff member, Amsterdam City
Archives - Netherlands

Mr Pyra Artur

Digital Repository Manager,
National Film Archive -
Audiovisual Institute - Poland

Mrs Gočmanac Miletić Sunčica

Independent documentariste
researcher, Radio television of
Serbia - Serbia

Mrs Van Arkel Karin

Archiving Teamcoordinator,
Netherlands Institute for Sound
and Vision - Netherlands

Mrs Magero Villy

In Charge of Records at the
Executive Office Of the County,
Nairobi City County - Kenya

Mrs Everaert Caroline

Digital Archiving, VIAA -
Belgium

Mrs Alempijević Nevenka

Chief engineer (system engineering),
Radio television of Serbia - Serbia

Mrs Ignjatović Ljiljana

Independent documentariste
researcher, Radio television of Serbia
- Serbia

Mrs Van Dessel Dalida

Mediamanager Collection access
Netherlands Institute for Sound
and Vision - Netherlands

Mrs Brzóska Halszka

Digitization specialist, National Film
Archive - Audiovisual Institute
- Poland

Mr Becanovic Nemenja

Head of archive, Montenegrin
Cinematheque - Montenegro

Mrs Byington Maria

Archive Producer and Audiovisual
Researcher, TV Globo - Brazil

Monday, June 18

DAY 1

 Ina, Bry-sur-Marne

9.30 am – 10.15 am

Opening session

Axel Roche-Dioré, Marion Bazile – Ina

- > Presentation of the training course & practical aspects
- > Participants present themselves

10.15 am – 10.30 am

Presentation of Ina

Delphine Wibaux – Ina

- > Overview of Ina's activities

10.40 am – 12.30 am

The new technical challenges for a big AV archive: feedback on Ina's experience with digital archiving

Brice Amouroux – Ina

- > Presentation of Ina's mass digitization program
- > What were the challenges and the chosen solutions
- > What are the new challenges related to archiving of native digital archives

- BREAK -

2 pm – 5 pm

Ingesting digital born audiovisual contents: media becoming archives

Brice Amouroux – Ina

- > Collecting and ingesting assets: complex and diverse situations
- > Define rules and structure your ingest process
- > Key technical ingest actions

- BREAK -

8.30 pm

Networking dinner

Tuesday, June 19

DAY 2



Ina, Bry-sur-Marne

9 am – 9.30 am

How I failed and improved: lessons learned and experience sharing

FRAME participants

9.30 am – 12.30 am

Audiovisual archives digitization methodology

Brecht Declercq – VIAA

- > Strategic definition of a preservation and digitization plan
- > Analysis of the situation of one's archive regarding the expected results (future uses of archive material)
- > Analysis of the existing situation (condition of the collection)
- > Setting priorities: planning urgent action, organizing selection
- > Digitization technical infrastructure
- > File formats for archives

- BREAK -

2 pm – 5 pm

Presentation of Ina's technical facilities

Three visits of 1 hour each in small groups

> Digitizing audio

Vincent Fromont – Ina

- o Pros and cons of digitizing in-house
- o Digitization, restoration, valorization of radio archives

> Digitizing video

Etienne Marchand – Ina

- o Categorization
- o Preparation and automated digitization
- o Manual digitization
- o Quality control
- o Ingest

> Digitizing film

Benjamin Lerena – Ina

- o Overview of the technical workflow
- o Film repairing
- o Digitization
- o Color grading / Digital restoration

Wednesday, June 20

DAY 3

 Radio France, Paris

9 am – 9.30 am

How I failed and improved: lessons learned and experience sharing

FRAME participants

9.30 am – 12.30 am

Media asset management system: archiving and distributing AV archives

Florian Delabie – Independant

- > Architecture of a system
- > Theoretical and practical approach of workflows
- > Functions of a MAM, integration examples
- > Main actors of the market and specialties
- > Securing contents

- BREAK -

2 pm – 4.30 pm

Managing and distributing audiovisual contents within broadcasting organisation: Radio France feedback and visit

Radio France staff

- > Presentation of the challenges encountered by a media organization in managing its audiovisual contents
- > Visit of the premises, presentation of the activities

7 pm

Cultural activity in the city (starts near "Hôtel de Ville")

Architecture in all its forms

Thursday, June 21

DAY 4



Ina, Bry-sur-Marne

9 am – 9.30 am

How I failed and improved: lessons learned and experience sharing

FRAME participants

9.30 am – 12.30 am

Physical assets management: taking care of original carriers

David Pfluger – Memoriav

- > Deterioration phenomena
- > Storage conditions: Challenges and improvements
- > Threats beyond the physical decay
- > Understanding the importance of physical assets
- > Significance of the extraction of metadata from media carriers
- > Image characteristics as part of the identification process
- > When is the destruction of media carriers after digitisation justified?

- BREAK -

2 pm – 5 pm

Preservation strategy and management of a digital archive

Eric Rault – Ina

- > Overview of the technical infrastructure of a digital archive
- > Storage hierarchy
- > Ensuring Integrity / Fixity / Quality of data
- > Data migration policies (storage, format)
- > Disaster Recovery Plan / Continuity Of Operations Plan

Friday, June 22

DAY 5



Ina, Bry-sur-Marne

9 am – 9.30 am

How I failed and improved: lessons learned and experience sharing

FRAME participants

9.30 am – 12.30 am

Open source quality control and quality management: workshop

Jérôme Martinez – Media Area

- > Why quality control is important
- > Overview of open source
- > Overview of QCTools
- > Overview of MediaConch
- > Practical examples

- BREAK: Cocktail -

2.30 pm – 4 pm

Close of the training

Marion Bazile, Axel Roche-Dioré – Ina

SPEAKERS

Brice Amouroux	Deputy head of the technical department - Ina
Brecht Declercq	Digitization and Acquisition manager - VIAA Secretary-General - FIAT/IFTA
Florian Delabie	Digital Preservation Consultant
Vincent Fromont	Audio restoration manager - Ina
Benjamin Lerena	Project manager - Ina
Etienne Marchand	Operations manager - Ina
Jérôme Martinez	Digital Media Analysis Specialist - Media Area
David Pfluger	Independent consultant for archives
Eric Rault	Head of the consulting department - Ina
Delphine Wibaux	Deputy head of international affairs - Ina

SPEAKERS

Brice AMOUROUX

bamouroux@ina.fr

Head of technical planning service, Collections Department, Ina

Agronomic engineer, Brice 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.

Brecht Declercq

brecht.declercq@viaa.be

Digitization and Acquisition manager, VIAA - Secretary-General at FIAT/IFTA

Brecht Declercq holds Master's Degrees in Contemporary History and International Relations, obtained at KU Brussel, KU Leuven and UCLouvain. In 2008 Brecht joined FARO to research the contextualisation of AV heritage in the BOM-VL project. From 2008 to 2013 he led the digitisation of VRT's radio archives. Main tasks also included the international level, as a project leader for VRT's contribution to EUscreen.eu and the strategic one, following-up Flanders' AV-archives policy. Since June 2013 he serves as a Digitisation and Acquisition Manager the Flemish Institute for Archiving (VIAA). Now he leads the digitization of the Flemish audiovisual heritage both in the media and cultural heritage sector. In his 15 years' experience, he's built a solid list of scientific and popularizing articles and served internationally as a reviewer and speaker. As an active member of the International Federation of Television Archives (FIAT/IFTA) he was on the Media Management Commission for 5 years and took over the Chair of the Preservation & Migration Commission in 2016. Since 2014 he's a member of FIAT/IFTA's Executive Council and in 2017 he became the Secretary General.

SPEAKERS

Florian Delabie

florian.delabie@gmail.com

Digital Preservation Consultant

Graduated in History/Archives Science and in Management, Florian Delabie is currently a consultant in digital preservation and information management. Working for customer in bank and insurance fields, he is helping company to implement digital archiving solution compliant with the new Belgian legal framework. He is also invested in ISO national committee for records management & archiving and represented the professional archivist association (AAFB) in the discussion for the Belgian Digital Act, defining digital archiving legal framework. Before that, he started his career in broadcasting environment working as a project manager for the "Information management & Archives" department at RTBF. For almost six years he was working for the AV-Archives supporting the cataloguists team. He was focusing on improving the workflow and the quality of metadata catch during all the production workflow. As part of the technology direction, he was also working as an internal consultant in information & data management projects; focusing on users needs definition and change management.

Vincent Fromont

vfromont@ina.fr

Audio restoration specialist, Collections Department, Ina

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).

SPEAKERS

Benjamin LERENA

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Project Manager, Consulting Department, Ina

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...

Etienne MARCHAND

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Operations Manager at the Preservation, Delivery and Digital Archiving service, Collections Department, Ina

Etienne Marchand is expert and operations executive within Ina Preservation, Delivery and Digital Archiving service. He's in charge of digitization of television and radio archives, quality control and content delivery. He manages the service's team of technicians, sets up and constantly improves the workflows, based on the different projects and technical evolution, in order to meet his service's requirements : preserve the audiovisual contents in the most durable way, in the best possible quality, while making them easily and rapidly available. Graduated from EICAR in 2008 after a sound engineer training, he joined Cité de Mémoire, first to work on audio archives as a digitizing technician on quarter inch tapes and 78rpm discs. His skills gradually improved until he became operations executive and technical executive of audio, video and film departments. The following years brought him a solid experience on a great variety of archive documents, on every aspect of the technical workflows : diagnosis, cleaning, repairs of the carriers; digitizing using manual and automatic processes; restoration and color grading; quality control; conversions and transcoding; media delivery; digital archiving. Etienne joined Ina in 2015.

SPEAKERS

Jérôme Martinez

jerome@mediaarea.net

Digital Media Analysis Specialist, MediaArea.net

Jérôme Martinez is the Founder and President of MediaArea.net, the lead developer of MediaInfo and a technical consultant to a variety of projects within the fields of broadcast video, audiovisual archiving, and web video. Jérôme's work specializes in the analysis and categorization of audiovisual data as well as quality control, audiovisual metadata, and the development of open source solutions for media communities.

David Pfluger

david.pfluger@saeure.ch

Independent consultant for archives

David Pfluger has a PhD in Chemistry and is working in the field of film technology and the preservation of audiovisual media since 2002. He has been part of the film and video competence networks of Memoriav, Switzerland since 2005. There he supervises preservation projects and develops recommendations for archives. He was involved in several scientific projects researching the preservation of film and video, at the Department of Conservation and Restoration of the Bern University of Applied Sciences and the Department of Film Studies of the University of Zurich. He is also active as an independent consultant for archives and carries out technical expertises of audiovisual collections.

Eric Rault

erault@ina.fr

Head of consulting department, Ina

From 1994 to 2011, he was technical manager of Ina Legal Deposit. Expert for digital processes and Audio-Video technologies, he was in charge of dedicated software for the collecting of 20 Radios and 120 TV channels digital record 24/24. From 1982 to 1985, he worked as VSO at ZTV (Zimbabwe Television). As technical expert, he also acts as a consultant, trainer and project manager in France & abroad and participates as a speaker in many conferences and seminars.

SPEAKERS

Delphine Wibaux

dwibaux@ina.fr

Deputy head of international affairs, Ina

Deputy head of International Affairs, Delphine participate in the development of the strategic orientations of Ina's international activities, ensures their implementation, and coordinates the Institute's relations with European, international and multilateral cooperation organizations.

Previously project manager responsible for the development and monitoring of European and international projects within the Consulting department of Ina. Delphine followed up and implemented many projects funded by the European Commission (FRAME training course / Creative Europe, Balkans' Memory / IPA ...) and organized international regional seminars on the preservation and enhancement of audiovisual archives.

PRACTICAL INFORMATION

Locations

Ina - Institut national de l'audiovisuel

The training courses will occur at Ina's headquarters. In the building BRY 1, room 1403.

**Institut national de l'audiovisuel
8, avenue des Frères-Lumière
94366 Bry-sur-Marne**

Hotel

You will stay at the Classics Hôtel Bastille. Breakfasts are included. The Classics Hôtel Bastille is in Paris city center where you can find many shops, restaurants and monuments. You have a booked room from Sunday 17th to Friday 22nd.

**Classics Hôtel Bastille
131, rue de Charonne,
11th arrondissement, Paris.**

Radio France

Wednesday the 20th the training course will take place at Radio France.

**Radio France
116 Avenue du Président Kennedy,
16th arrondissement, Paris**

Lunches

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.

Transport

On Monday morning, at your hotel, you will be provided with a public transport card allowing you to freely take the subway and all other public transports.

PRACTICAL INFORMATION

Travel from Paris airports and train stations to Classics Hôtel Bastille

From Orly airport

- > Take the OrlyVal until “Antony”
- > Then, take the RER B until “Chatelet-les-Halles”
- > In “Chatelet-les-Halles”, take the RER A towards “Torcy” or “Marne-la-Vallée” or “Boissy-Saint-Léger” and stop at “Nation”
- > Take the Bus 56 towards “Porte de Clignancourt” or line 9 towards “Pont de Sèvres” until “Charonne”.

(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”
- > In “Chatelet-les-Halles” the RER A towards “Torcy” or “Marne-la-Vallée” or “Boissy-Saint-Léger” and stop at “Nation”
- > Take the Bus 56 towards “Porte de Clignancourt” or line 9 towards “Pont de Sèvres” until “Charonne”.

(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 line 5 towards “Place d'Italie” and stop at “République”
- > Take line 9 towards “Mairie de Montreuil” until “Charonne”.

(Around 2 EUR – 20 minutes)

PRACTICAL INFORMATION

From Charonne station to Classics Hôtel Bastille

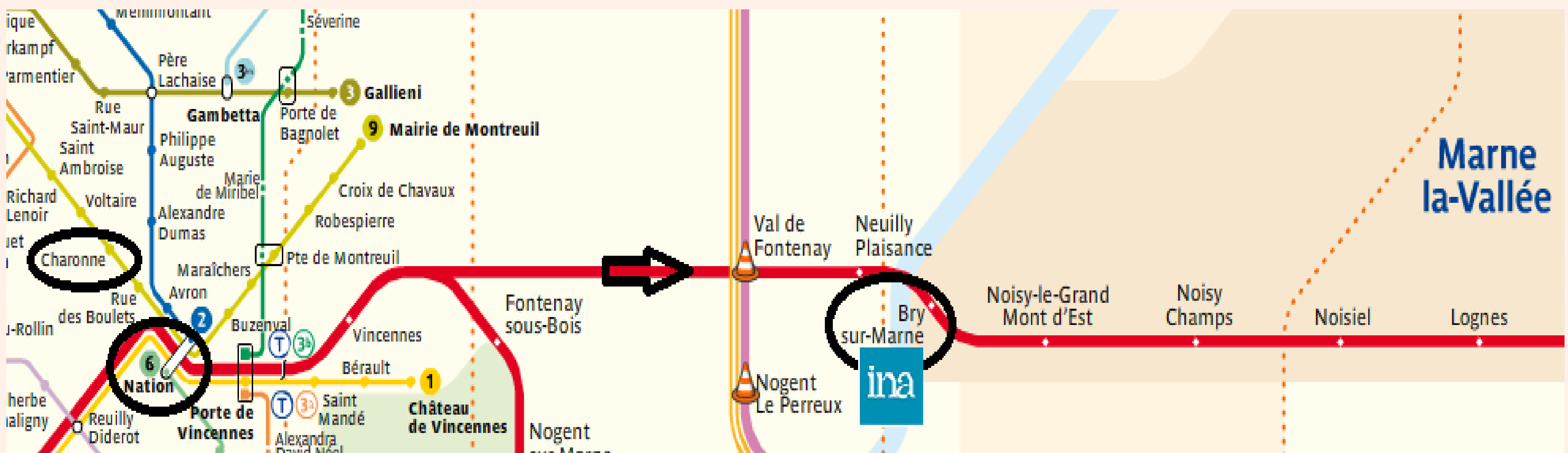


- > From the Bus 56 or line 9 "Charonne" station,
- > Take the "Boulevard Voltaire" until "Rue de Charonne" (the 1st street on your right)
- > Continue straight until n°131 (Classics Hôtel Bastille).

PRACTICAL INFORMATION

Travel from Classics Hôtel Bastille to Ina training location

Please remember that FRAME training starts on Monday June 18th at 9 am at Ina.



1

From Classics Hôtel Bastille to Nation station

2

From Nation station to Bry-sur-Marne

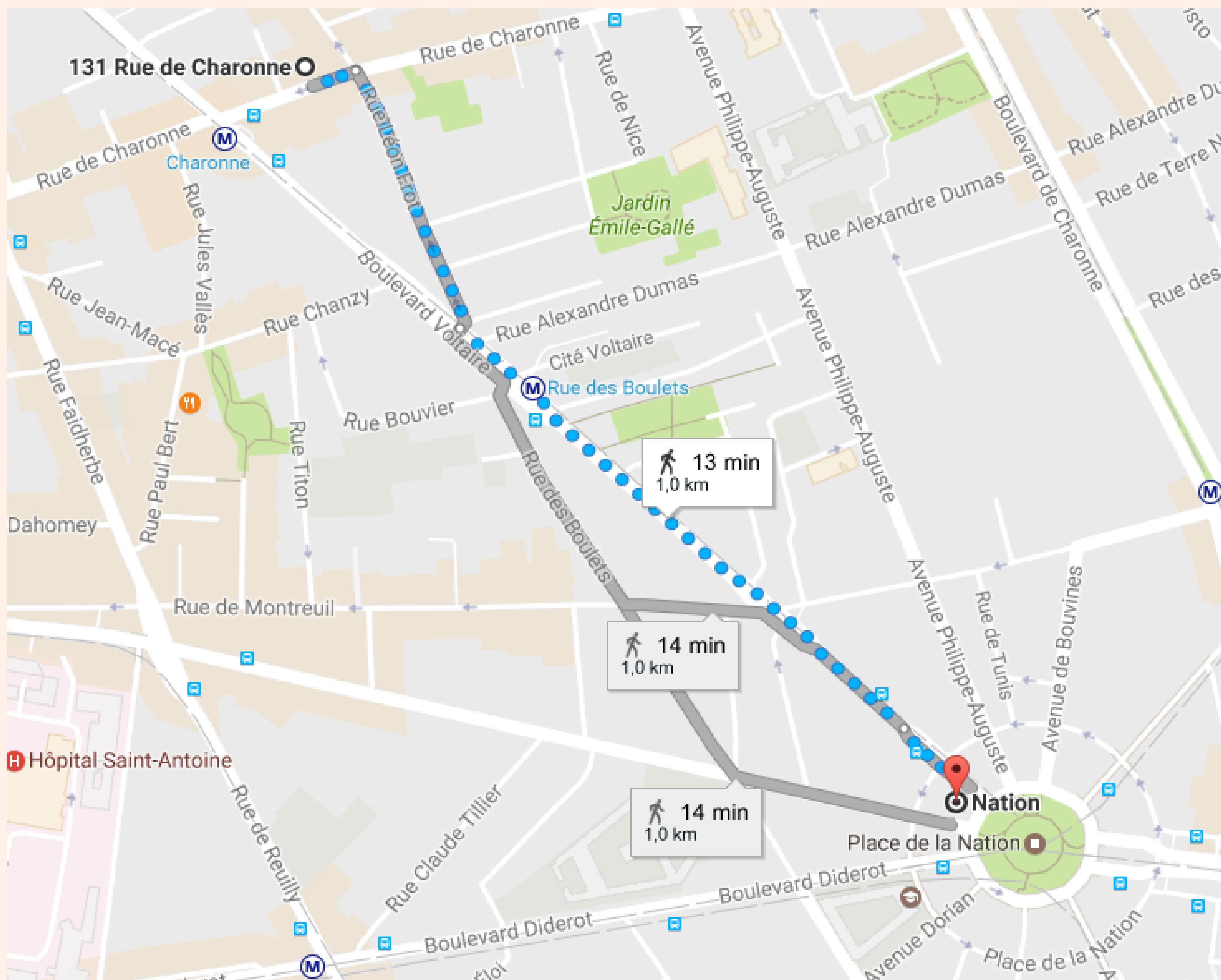
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Access to Ina training location

PRACTICAL INFORMATION

1

From Classics Hôtel Bastille to Nation station



Classics Hôtel Bastille is at a walking distance from Nation RER A station : 13 minutes walk.

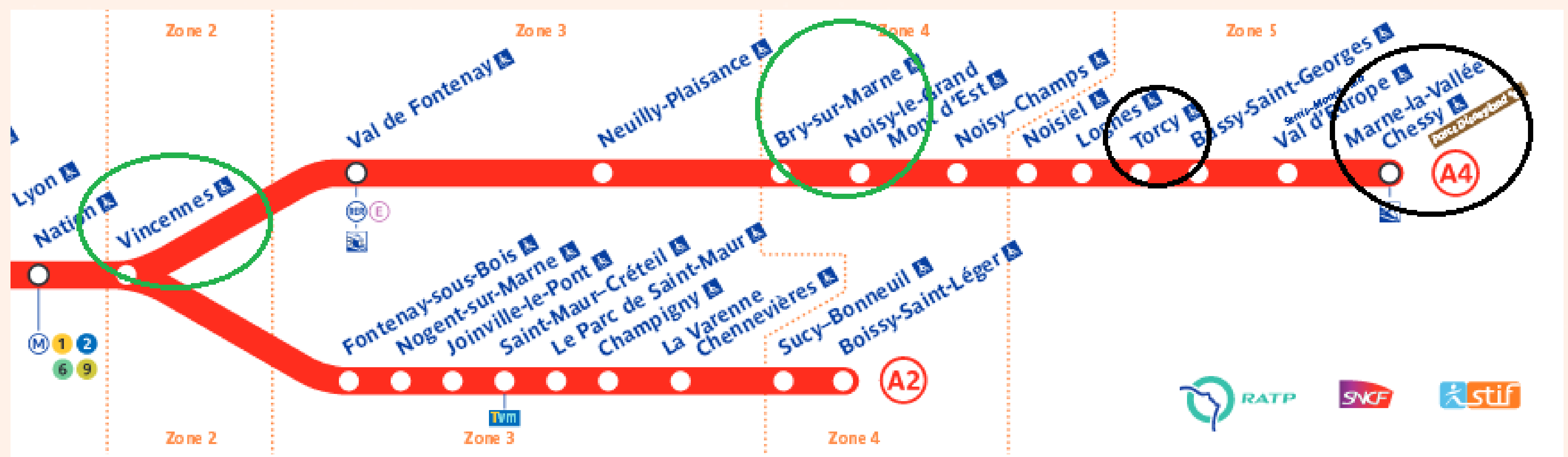
- > From the hotel, take the "Rue de Charonne" on your left and turn right on "Rue Léon Frot" (the first street on your right).
- > Continue straight until "Boulevard Voltaire" and continue in the same direction until "Nation".

You can also take the bus 56 direction "Porte de Vincennes" until "Nation-Voltaire".

2

From Nation station to Bry-sur-Marne

Take RER A towards "Marne-la Vallée Chessy (Parc Disneyland)" or "Torcy" until "Bry-sur-Marne". Be careful, the light of "Bry-sur-Marne" must be on on the panel.



There, take bus 120 towards "Noisy-le-Grand Mont d'Est RER" or bus 520 towards "Les Hauts de Bry". 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.

3

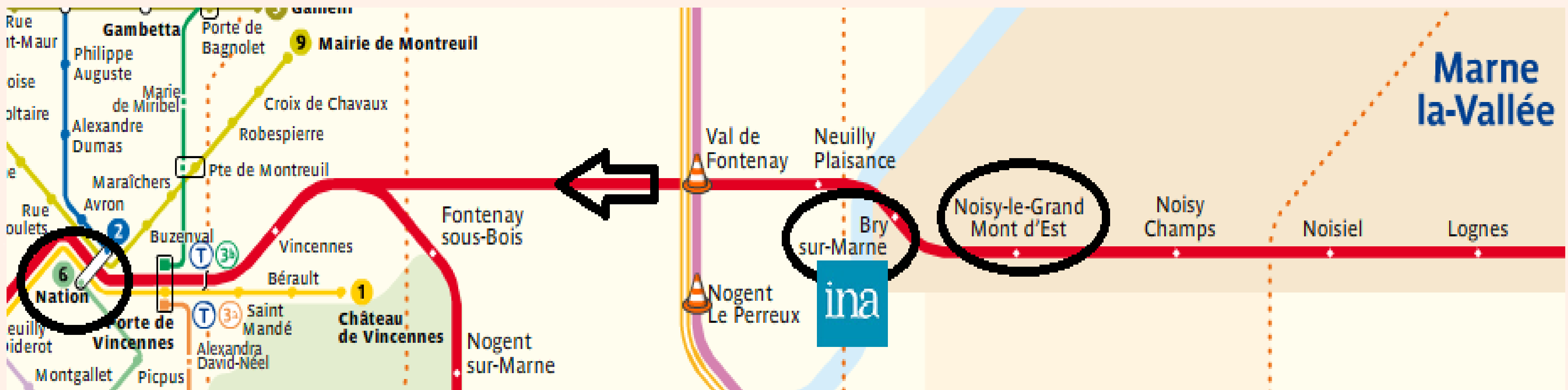
Access to Ina training course location



The training courses will occur at Ina's headquarters. In the building BRY 1, room 1403.

PRACTICAL INFORMATION

To go back to the hotel



To return to the hotel,

- > Take bus 120 towards "Noisy-le-Grand Mont d'Est RER" or bus 520 towards "Bry-sur-Marne".
- > Step down at the terminus stop (Noisy-le-Grand or Bry-sur-marne).
- > Take RER A towards "Cergy" or "Poissy". These trains will stop in Nation.

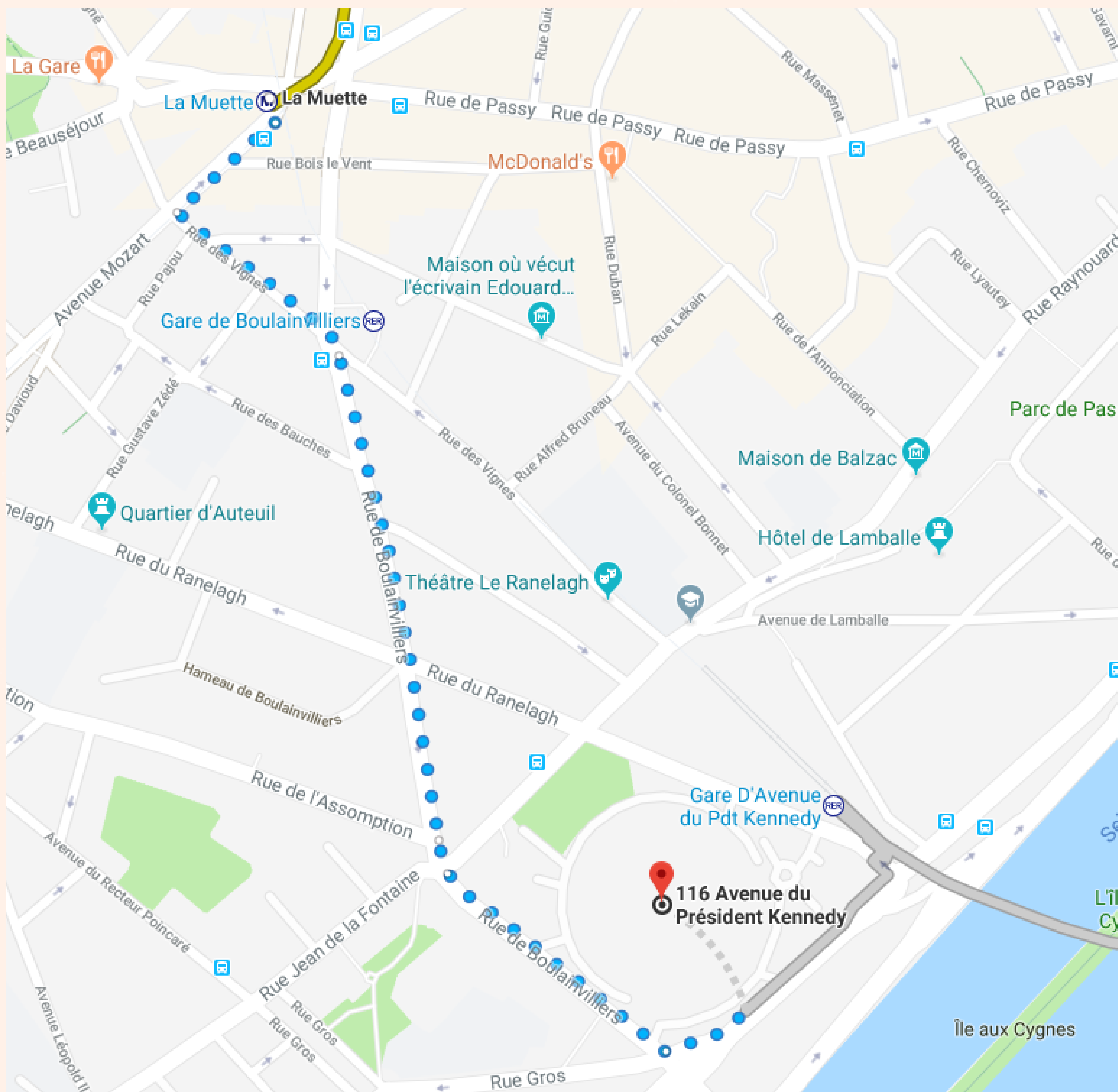
For more information about public transportation in Paris, you can see the interactive map:

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

PRACTICAL INFORMATION

Access to Radio France from Classic Hotel bastille

On Wednesday 20th, the training course will be delivered in Radio France, 116 Avenue du Président Kennedy, 16th arrondissement, Paris



To access to Radio France from the hotel,
> Take the metro line 9 (green line) at "Charonne" station, towards "Pont de Sèvres" until "La Muette".
> There, take the "Avenue Mozart" street
> Turn left at "Rue des Vignes"
> Turn right at "Rue de Boulainvilliers"
> The entrance of France Radio is in front of the Seine.

CONTACTS

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FRAME

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