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Information Sheet
&
Guidelines
INTRODUCTION

All participants have been booked at the Royal Hotel, Newton Road, Singapore 1130. (Phone 2534411). The Royal Hotel is 1 km. away from the Orchard Road area (legendary for its shops and restaurants). Take a taxi or flag any of these buses in front of the hotel: 143 (SBS), 168 (SBS), and 167 (Trans Island). The bus fare to Orchard Road is 40 cents. It is necessary to have the exact change.

The Asian Mass Communication Research and Information Centre (AMIC), at 39, Newton Road, is opposite Hotel Royal. (Phone 2515106).

ACCOMMODATION, MEALS AND PER DIEM

Hotel accommodation, breakfast and lunch will be paid for by AMIC. Other costs will be borne by participants. Hotel charges after 6.00 p.m. on Friday, January 10, will have to be paid by the participants.

Breakfast will be served in the Coffee Shop, Royal Hotel, from 7.00 - 8.30 a.m.

Lunch will be served in the Coffee Shop, Royal Hotel.

Dinner will be at the participants' expense.

The total per diem will be S$120 to cover out-of-pocket expenses.

TICKETS

Every participant has been given a roundtrip ticket between his/her home country and Singapore. Any fare difference in case the ticket is re-routed or the airlines changed will have to be paid for by the participant.

Tickets may be given to Katherine Lim at AMIC for re-confirmation.
AIRPORT TAX

Airport tax of $12 on departure will have to be borne by the participants.

AIRPORT TRANSPORTATION

Taxi fare from and to Changi Airport is not reimbursable.

EATERIES

The Goldhill Square Shopping Centre is just a stone’s throw from Royal Hotel at the rear. It boasts of no fewer than 7 fast-food outlets in its basement.

Or, if you prefer, the Newton Circus Food Centre is a 10-minute walk from the hotel. You can also take a bus there. Any bus passing in front of the Royal Hotel.

BANKING SERVICES

The United Overseas Bank (OUB) has a branch at Goldhill Square while the Development Bank of Singapore (DBS) is located also at the adjacent Goldhill Plaza, facing Thomson Road. Normal banking hours are from 10.00 a.m. to 3.00 p.m. on weekdays and from 9.30 a.m. to 11.30 a.m. on Saturdays.

DUPLICATION AND DISTRIBUTION OF DOCUMENTS

Participants who have talks/documents/presentations for the Seminar are requested to submit them immediately to AMIC staff for duplication and distributed.

CONTACT POINT

In case of an emergency, outside office hours, AMIC’s Senior Programme Specialist Narendra Aggarwal, can be contacted on Phone 2557162.

We wish you a happy and fruitful stay in Singapore.
Background

Virtually no area of media law and regulation has remained untouched by the developments of the past many years in Asia. Governments have sought and enacted legislation, as well as instituted regulatory procedures, that bear on the conflicts between media and the state; on reporters' access to information; on questions of reporters' privilege; on regulations of broadcasting; on libel and defamation; on copyright; on advertising; on pornography; on incitement and sedition; on the crucial relationship between the right to privacy and the right of free speech; on administrative/state control of the media; and the role of media regulatory bodies; among many others.

However, many of these laws and regulations which are of material interest to mass media practitioners, as well as academics specializing in mass communication, are scattered among works of the various areas of the law. Many have been enacted but have not been written about widely.

In an attempt to afford mass communication students and media practitioners better access to and understanding of their provisions, a few communication schools, notably those in Japan, Korea, and the Philippines, have attempted to put together in one volume, the laws and regulations pertaining to the operations of the mass media in these countries. Yet, these efforts must be continuously reviewed, and the outputs revised, in the light of ever-changing shifts in socio-cultural and socio-political life.
Some of these laws and regulations have become outmoded, and little known, but they remain in the books, and occasionally, media persons are surprised when they find said laws and regulations applied to themselves and their work.

What precisely are these media laws and regulations in Asia? How do they affect mass communication in the Region? The Asian Mass Communication Research and Information Centre (AMIC) recognizes their great significance in the development and operations of the mass media in the Region. For this reason, AMIC proposes a Seminar on Media Laws and Regulations in Asia, to be held in Singapore on January 7-8, 1986. The seminar will bring together mass communication practitioners and academics to discuss the status of the law and the mass media in Asia.

Objectives of the Seminar

The main objective of the seminar is to focus upon and review the laws on, and affecting the mass media in countries in South, East, and South-East Asia.

Specifically, the seminar aims to:

1. Compile and study the various laws and regulations relating to the working of mass media in countries of Asia;

2. Highlight the significance of these laws and regulations in the development and operations of the mass media in these countries; and

3. Assess these laws and regulations in light of changing social, cultural, economic, and political conditions.
INTRODUCTION:

AMIC's strength lies in its Non-Governmental status, based on its large and significant membership of leading communications scholars and practitioners in the region. AMIC is the only organisation of its type in the region, in the context of a proliferation of governmental media organisations. Therefore, a close linkage of members of AMIC is very necessary.

1. BANK ACCOUNT:

A bank account in AMIC's name should be opened in each country. Bank accounts should be in the name of AMIC and the country concerned (e.g. AMIC-INDIA; AMIC-PHILIPPINES). In countries where evidence of the constitution of an organisation has to be provided as a precondition for opening a bank account, country representatives should take action to hold a meeting of AMIC Alumni and obtain a mandate for the opening of a bank account on lines described above.

There should ideally be three authentic signatories, at least two signatories required to operate the bank account. The Country Representative should be one of the signatories. The others should be drawn from AMIC Alumni. If an AMIC Committee Member resides in that particular country, he should normally be the other signatory.

Where it is considered desirable, some part of the AMIC country funds could be deposited in a Savings Account under the same name so that interest would accrue to the benefit of AMIC.

The quantum to be transferred to a Savings Account should be determined by the Country Representative. However, he should inform the Secretary-General of his intention and keep in mind that AMIC may need to draw its country resources for in-country activities, at short notice.

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In countries such as Sri Lanka and Bangladesh where there are governmental pledges of funding, Country Representatives should ensure that such funds are obtained and credited to AMIC account.

2. **MEMBERSHIP FEES:**

   Membership fees collected in a country should be deposited in the AMIC country bank account. Receipts will be issued by the Country Representative. However, a duplicate of the receipt given to the member on paying his fees, should be sent to the AMIC Secretariat in Singapore in order to update records and ensure that publications etc. are sent out in time to new members. Country Representatives should ensure that the correct address of the new member is included in the receipt so that publications would be received by the new member without delay.

3. **REIMBURSEMENT OF EXPENSES:**

   Routine expenditure incurred by Country Representatives in direct AMIC activities, such as payments for postage, air-freight, clearing of publications, transport, etc. will be reimbursed to Country Representatives from country accounts against receipts. However, expenditures which are not of a routine nature, can be undertaken only with the Secretary-General's prior approval.

4. **PROMOTING MEMBERSHIP:**

   The need to expand membership should receive continuous attention. Special attention should be paid to the expansion of institutional membership. This is because publications received by affiliated institutions find a wide readership. This is in keeping with AMIC's emphasis on its role as a documentation centre. It is also in AMIC's interest to link up with all concerned media institutions in the region. Country
Representatives should therefore draw up a list of potential institutional members such as universities, research organisations, professional bodies, libraries, etc, with a view to obtaining maximum value from AMIC's publications and activities.

In order to reach potential institutional and individual members, Country Representatives will be provided with:

a) Promotional material, particularly brochures, for mailing to potential members;
b) Extra copies of selected AMIC publications so that complimentary copies could be sent to "strategic persons" in order to obtain better coverage for AMIC.

Every Country Representative will be provided with a complete set of AMIC's publications which could be displayed to potential purchasers and members.

5. INSTITUTIONAL COOPERATION:

In AMIC's long-term objectives to set up a network in the region which would include at least one cooperating Documentation agency in each country. Such a link-up is desirable in order to:

a) have a country collection of publications on media;
b) enable the collection and codification of relevant literature published in local languages;
c) make available bibliographies of literature on media in each country in the region;
d) enable AMIC to pick out useful country material which need to be stored at the Central Documentation Centre in Singapore;
e) have a national centre from which indigenous material could be retrieved in case they are requested from AMIC.

- contd. -
There should be a formal memorandum of agreement with any institution which is to be part of the documentation network.

6. INFORMATION FOR AMCB:
Country Representatives should provide AMIC regularly with information about mass communication developments in their countries for possible inclusion in the Asian Mass Communication Bulletin (AMCB).

7. SUGGESTION FOR ACTIVITIES:
Representatives are welcome to suggest co-sponsored activities to be undertaken in their countries. Projects should be explained in detail, mentioning suggested dates, likely cost, possible co-sponsor, the co-sponsor's contribution, etc. However, no commitments should be made on behalf of AMIC.

8. PARTICIPANTS FOR PROGRAMMES:
Preference in the choice of participants for programmes is usually given to AMIC members. However, specialised programmes may require the nomination of specialists, or persons holding specific positions. Country Representatives may be requested to assist in identifying suitable participants. As a rule, a participant should not be recommended for another programme unless at least 18 months had elapsed. It should be ensured that any person recommended has the highest professional credentials for that project.

9. RESEARCH PROJECTS:
AMIC often requires in-country support for regional research projects. Authorised expenditure will be reimbursed.

10. DOCUMENTATION:
AMIC plays a major role as a regional documentation centre. We would like to be informed of all publications on mass communication topics, whether monographs, bibliographies, directories or fugitive documents, in English and the national language.
11. REPORTING SYSTEM:
A quarterly report should be sent (by the 15th of March, June, September and December) detailing the financial position, i.e., receipts, expenditure and bank balance, the membership status (additions, renewals and resignations), activity suggestions, etc.

12. PUBLICITY:
As a communications organisation, AMIC must publicise its activities in the region. Country Representatives will be provided with press releases on selected, newsworthy activities. Every effort should be made to disseminate such items as widely as possible.

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