<table>
<thead>
<tr>
<th>Title</th>
<th>AMIC-Deutsche Welle Workshop on Documentation and Archival Techniques : Singapore, Nov 28-Dec 7, 1989 : [programme and list of participants]</th>
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<tr>
<td>Author(s)</td>
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Programme
& List Of Participants
PROGRAMME

Monday, 27 November

0830 - 0900 Registration
0900 - 0930 Opening Ceremony
- Vijay Menon
  Secretary-General, AMIC
- Mr. Wilfried Solbach
  Course Director
  Deutsche Welle
0930 - 1000 Coffee Break
1000 - 1200 Participants' Expectations
  - Country Reports 1-5
1200 - 1230 Administrative Matters
  (Distribution of per diems, announcements)
1230 - 1400 Lunch Break
1400 - 1530 Country Reports 6-10
1530 - 1600 Coffee Break
1600 - 1730 Continuation of Country Reports
1900 Dinner by Deutsche Welle

Tuesday, 28 November

0900 - 1030 Discussion of Country Reports 1-10
1030 - 1100 Coffee Break
1100 - 1230 Introduction to computer databases I:
  - Hardware
1230 - 1400 Lunch Break
1400 - 1530 Exercise: How to handle a computer terminal
  - Discussion
1530 - 1600 Coffee Break
1600 - 1730 Discussion on the uses of computer data

Wednesday, 29 November
0900 - 1030 Introduction to computer data bases II:
- Philosophy and terminology
1030 - 1100 Coffee Break
1100 - 1230 Discussion
1230 - 1400 Lunch Break
1400 - 1530 The AMIC Experience:
- Installation and Use of a Mass Communication data base
1530 - 1600 Coffee Break
1600 - 1730 Information retrieval:
Demonstration and exercise with AMIC equipment

Thursday, 30 November
0900 - 1030 Cataloguing of sound records I:
- Spoken word records
- Cataloguing exercise
1030 - 1100 Coffee Break
1100 - 1230 Discussion
1230 - 1400 Lunch Break
1400 - 1530 Indexing I:
- General Introduction into Indexing Methods
- Indexing Consistency
1530 - 1600 Coffee Break
1600 - 1730 Data Input and exercise
- Discussion
Friday, 1 December

0900 – 1030  Group Work:
             – Installation of a PC-based data system
             – Manpower requirements
1030 – 1100  Coffee break
1100 – 1230  Cost/benefit analysis
1230 – 1400  Lunch
             AFTERNOON – FREE

Saturday, 2 December

HARBOUR CRUISE — EVENING

Monday, 4 December

0900 – 1030  Indexing II:
             Classification systems
             Thesaurus
1030 – 1100  Coffee Break
1100 – 1230  Exercises on Thesaurus construction
1230 – 1400  Lunch
1400 – 1530  Exercises (Continuation)
1530 – 1600  Coffee Break
1600 – 1730  Conservation and Presentation of sound recordings
             – Discussion

Tuesday, 5 December

0900 – 1030  Cataloguing of Sound Records II:
             Music records
1030 - 1100 Coffee Break
1100 - 1230 Data Input exercise
1230 - 1400 Lunch
1400 - 1530 Group Work: Storage and Preservation
1530 - 1600 Coffee Break
1600 - 1730 Continuation of Group Work

Wednesday, 6 December
0900 - 1030 Information Retrieval: Basic Concepts, Structures and Functions
1030 - 1100 Coffee Break
1100 - 1230 Access to International data bases: Possibilities and hardware requirements
1230 - 1400 Lunch Break
1400 - 1530 How to use the "Profile" Host
1530 - 1600 Coffee Break
1600 - 1730 On-line exercises with "Profile"

Thursday, 7 December
0900 - 1030 Information Management
1030 - 1100 Coffee Break
1100 - 1230 Continuation of Information Management
1230 - 1400 Lunch
1400 - 1530 Working Groups:
   - Discussions
   - Formulation of Findings
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<tr>
<th>Time</th>
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<tr>
<td>1530 - 1600</td>
<td>Coffee Break</td>
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<td>1600 - 1730</td>
<td>Preparation of Group Reports</td>
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<td><strong>Friday, 8 December</strong></td>
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<tr>
<td>0900 - 1030</td>
<td>Presentation of Group Reports</td>
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<td>- Discussion</td>
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<td>1030 - 1100</td>
<td>Coffee Break</td>
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<td>1100 - 1230</td>
<td>Workshop Review and Evaluation</td>
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<td>- Recommendations</td>
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<td>1230 - 1400</td>
<td>Lunch</td>
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<td>1400 - 1530</td>
<td>Closing Ceremony</td>
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<td>Certificates Presentation</td>
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DOCUMENTATION AND ARCHIVAL TECHNIQUES FOR RADIO
SINGAPORE, NOVEMBER 27 - DECEMBER 8

LIST OF PARTICIPANTS

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19. Mrs. Elsie Bong

20. Mr. George Tan

21. Mr. Yonten Gyeltshen