<table>
<thead>
<tr>
<th><strong>Title</strong></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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<tbody>
<tr>
<td><strong>Author(s)</strong></td>
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<tr>
<td><strong>Citation</strong></td>
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<td><strong>Date</strong></td>
<td>1989</td>
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Programme
& List Of Participants
**PROGRAMME**

**Monday, 27 November**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>0830</td>
<td>Registration</td>
</tr>
<tr>
<td>0900</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td></td>
<td>- Vijay Menon</td>
</tr>
<tr>
<td></td>
<td>Secretary-General, AMIC</td>
</tr>
<tr>
<td></td>
<td>- Mr. Wilfried Solbach</td>
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<tr>
<td></td>
<td>Course Director</td>
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<tr>
<td></td>
<td>Deutsche Welle</td>
</tr>
<tr>
<td>0930</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1000</td>
<td>Participants' Expectations</td>
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<tr>
<td></td>
<td>- Country Reports 1-5</td>
</tr>
<tr>
<td>1200</td>
<td>Administrative Matters</td>
</tr>
<tr>
<td></td>
<td>(Distribution of per diems, announcements)</td>
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<tr>
<td>1230</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1400</td>
<td>Country Reports 6-10</td>
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<tr>
<td>1530</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1600</td>
<td>Continuation of Country Reports</td>
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<tr>
<td>1900</td>
<td>Dinner by Deutsche Welle</td>
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**Tuesday, 28 November**

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>0900</td>
<td>Discussion of Country Reports 1-10</td>
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<tr>
<td>1030</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100</td>
<td>Introduction to computer databases I:</td>
</tr>
<tr>
<td></td>
<td>- Hardware</td>
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<tr>
<td>1230</td>
<td>Lunch Break</td>
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<tr>
<td>1400</td>
<td>Exercise: How to handle a computer terminal</td>
</tr>
<tr>
<td></td>
<td>- Discussion</td>
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<tr>
<td>1530</td>
<td>Coffee Break</td>
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</table>
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
<table>
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<tbody>
<tr>
<td>1530</td>
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<tr>
<td>1600</td>
<td>Preparation of Group Reports</td>
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<tr>
<td>1300</td>
<td>Lunch</td>
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<tr>
<td>1400</td>
<td>Closing Ceremony</td>
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<tr>
<td>1430</td>
<td>Certificate Presentation</td>
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Friday, 8 December

<table>
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<tbody>
<tr>
<td>0900</td>
<td>Presentation of Group Reports</td>
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<tr>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td>1030</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100</td>
<td>Workshop Review and Evaluation</td>
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<td>Recommendations</td>
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<tr>
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</table>
DOCUMENTATION AND ARCHIVAL TECHNIQUES FOR RADIO
SINGAPORE, NOVEMBER 27 - DECEMBER 8

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15. Mr. Lippe
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18. Ms. Lock Yut Kam
19. Mrs. Elsie Bong
20. Mr. George Tan
21. Mr. Yonten Gyeltshen