<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>
</tr>
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<tbody>
<tr>
<td><strong>Author(s)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Citation</strong></td>
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<tr>
<td><strong>Date</strong></td>
<td>1989</td>
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<tr>
<td><strong>URL</strong></td>
<td><a href="http://hdl.handle.net/10220/543">http://hdl.handle.net/10220/543</a></td>
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Programme
& List Of Participants
# PROGRAMME

**Monday, 27 November**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td></td>
<td>Course Director, Deutsche Welle</td>
</tr>
<tr>
<td>0930</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1000</td>
<td>Participants' Expectations</td>
</tr>
<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>
</tr>
<tr>
<td>1230</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1400</td>
<td>Country Reports 6-10</td>
</tr>
<tr>
<td>1530</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1600</td>
<td>Continuation of Country Reports</td>
</tr>
<tr>
<td>1900</td>
<td>Dinner by Deutsche Welle</td>
</tr>
</tbody>
</table>

**Tuesday, 28 November**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>0900</td>
<td>Discussion of Country Reports 1-10</td>
</tr>
<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>
</tr>
<tr>
<td>1230</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1400</td>
<td>Exercise: How to handle a computer terminal</td>
</tr>
<tr>
<td></td>
<td>- Discussion</td>
</tr>
<tr>
<td>1530</td>
<td>Coffee Break</td>
</tr>
</tbody>
</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
Lunch

1230 – 1400 Exercises (Continuation)

1400 – 1530 Coffee Break

1530 – 1600 Conservation and Presentation of sound recordings
Discussion

Tuesday, 5 December

0900 – 1030 Cataloguing of Sound Records II:
Music records
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100</td>
<td>Data Input exercise</td>
</tr>
<tr>
<td>1230</td>
<td>Lunch</td>
</tr>
<tr>
<td>1400</td>
<td>Group Work: Storage and Preservation</td>
</tr>
<tr>
<td>1530</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1600</td>
<td>Continuation of Group Work</td>
</tr>
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**Wednesday, 6 December**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>0900</td>
<td>Information Retrieval: Basic Concepts, Structures and Functions</td>
</tr>
<tr>
<td>1030</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100</td>
<td>Access to International data bases: Possibilities and hardware requirements</td>
</tr>
<tr>
<td>1230</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1400</td>
<td>How to use the &quot;Profile&quot; Host</td>
</tr>
<tr>
<td>1530</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1600</td>
<td>On-line exercises with &quot;Profile&quot;</td>
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**Thursday, 7 December**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>Information Management</td>
</tr>
<tr>
<td>1030</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100</td>
<td>Continuation of Information Management</td>
</tr>
<tr>
<td>1230</td>
<td>Lunch</td>
</tr>
<tr>
<td>1400</td>
<td>Working Groups:</td>
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<tr>
<td></td>
<td>- Discussions</td>
</tr>
<tr>
<td></td>
<td>- Formulation of Findings</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
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</tr>
<tr>
<td>1530 - 1600</td>
<td>Coffee Break</td>
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<tr>
<td>1600 - 1730</td>
<td>Preparation of Group Reports</td>
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Friday, 8 December

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>0900 - 1030</td>
<td>Presentation of Group Reports - Discussion</td>
</tr>
<tr>
<td>1030 - 1100</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>1100 - 1230</td>
<td>Workshop Review and Evaluation - Recommendations</td>
</tr>
<tr>
<td>1230 - 1400</td>
<td>Lunch</td>
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<tr>
<td>1400 - 1530</td>
<td>Closing Ceremony - Certificates Presentation</td>
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</tbody>
</table>
DOCUMENTATION AND ARCHIVAL TECHNIQUES FOR RADIO
SINGAPORE, NOVEMBER 27 - DECEMBER 8

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19. Mrs. Elsie Bong
20. Mr. George Tan
21. Mr. Yonten Gyeltshen