<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>
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<td><strong>Citation</strong></td>
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<td><strong>Date</strong></td>
<td>1989</td>
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<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

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
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</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>
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<tr>
<td>1600</td>
<td>Continuation of Group Work</td>
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**Wednesday, 6 December**

<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>0900</td>
<td>Information Retrieval: Basic Concepts, Structures and Functions</td>
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<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>
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<tr>
<td>1530</td>
<td>Coffee Break</td>
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<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>
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<tbody>
<tr>
<td>0900</td>
<td>Information Management</td>
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<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: Discussions</td>
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<tr>
<td></td>
<td>- Discussions</td>
</tr>
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<td></td>
<td>- Formulation of Findings</td>
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</tbody>
</table>
1530 - 1600  Coffee Break
1600 - 1730  Preparation of Group Reports

Friday, 8 December
0900 - 1030  Presentation of Group Reports
             - Discussion
1030 - 1100  Coffee Break
1100 - 1230  Workshop Review and Evaluation
             - Recommendations
1230 - 1400  Lunch
1400 - 1530  Closing Ceremony
             Certificates Presentation
LIST OF PARTICIPANTS

1. BANGLADESH

Mr. Nurunnabi Khan
Director
National Broadcasting Authority
Radio Bangladesh
121, Kazi Nazrul Islam Avenue
Dhaka 1000
Tel: 501 350
Fax: Nil
Tlx: 642228 (NBA) BJ

2. NEGERA BRUNEI DARUSSALAM

Ms. Dayang Rauyah binti Haji Ahmad
Senior Tape and Record Librarian
Dept of Broadcasting and Information
Radio Televisyen Brunei
Jabatan Perdana Menteri
Jalan Elizabeth II
Bandar Seri Begawan 2042

3. PEOPLE'S REPUBLIC OF CHINA

Mr. Huang Yenling
Radio Beijing
The Ministry of Radio Film & TV
P O Box 2601
Beijing 100 866
Tel: 8012174
Fax: 22236 RTPRC CN

4. INDIA

Shri D.P. Jatav
Assistant Station Director
All India Radio Rewa
Akashvani Bhavan
Sansad Marg
New Delhi 110 001
Tel: 3165585 DAIR IN

5. INDONESIA

Mr. Yoseph Hartopo
Head of Sub-Division Programme
Radio Republik Indonesia
Jalan Amatjayulu
4 Yogyakarta
INDONESIA
Tel: 2785
Fax: 0274-2784
Tlx: Nil
6. MALAYSIA

Madam Che Wah Mahmud
Acting Supervisor
Record and Archives Library (Radio)
Radio Television Malaysia (RTM) Tel: 274 2991
P O Box 11272 Fax:
50720 Kuala Lumpur Tlx: MA 30283

7. NEPAL

Mr. Dhanendra Bimal
Radio Broadcasting Services
Radio Nepal Tel: 2-23910
PO Box No. 634 Fax:
Kathmandu Tlx: 2590 RNEPAL NP

8. PAKISTAN

Mr. Qurban Ali Shah
Librarian
Pakistan Broadcasting Corporation
Headquarters
Broadcasting House Tel:
Constitution Road Tlx:
Islamabad Fax:

9. PAPUA NEW GUINEA

Mr. Don Haro
National Broadcasting Commission Tel:
P.O. Box 1359 Fax:
Boroko Tlx: 23083 NBCHAUS NE

10. PHILIPPINES

Ms. Leonar R. Repotente
Chief Librarian
Administration Section
Broadcasting Division
 Philippine Information Agency Tel: 9217941
Visayas Avenue Fax: 9227477
Quezon City Tlx:
11. SINGAPORE
Mr. Poh Joo Tuang
Supervisor
Audiotape Library
Singapore Broadcasting Corporation
Caldecott Hill
Andrew Road
Singapore 1129
Tel: 2560401
Fax: 2538808/2563412
Tlx: 39265 SBCGEN

12. THAILAND
Mr. Wichai Chanthamarit
Chief of Enlightenment Sub-Division
Technical Division
The Government Public Relations Department
The National Broadcasting
Services of Thailand
1 Ratchadamneon Road
Bangkok 10200
Tel: 281 8874
Fax: 282 5205
Tlx: 20393 DEPRELA TH

13. VIETNAM
Mrs. Nguyen Thi Du
Radio Library
Voice of Vietnam
58 Quan Su Street
Hanoi
Tel: 04134-55669
Fax: 4532 VNRT VT

DEUTSCHE WELLE
14. Mr. Wilfried Solbach
15. Mr. Lippe
16. Mr. Kresing-Wulf

AMIC
17. Dr. Anura Goonasekera
18. Ms. Lock Yut Kam
19. Mrs. Elsie Bong
20. Mr. George Tan
21. Mr. Yonten Gyeltshen