

## **Terms of Reference - Indonesian Video Archives Camp**

To ensure the local video archives have the technical resources and social to maintain and develop autonomously they must have a local network of support. Whilst EngageMedia can provide some support, ultimately the organisations participating in the project require their own network in order to have both sufficient IT resources and to further develop the strategy around the archive.

With this in mind EngageMedia, in collaboration with the Indonesia Visual Art Archive and the participating archives projects, will organise a three day camp of approximately 20 people in late February 2010. The attendees will be a mixture of those projects participating in the archive, EngageMedia trainers and 1-2 key Plone developers from Southeast Asia and local specialists on archiving and digital culture.

### **Aims**

- to increase the systems administration, design and software development skills of technologists working on the archives project
- to develop a broader strategy around the role of video archiving and video distribution in Indonesia and beyond
- to enhance the networking and relations between the participating organisations so that they have an ongoing and autonomous network of support

The training will include the following elements

- technical customisation and workshops covering translation, backups, metadata, FTP, CSS and design, statistics systems, templating and other needs as identified by the participants.
- Upgrading of the archives to the latest Plumi release
- Updates on handling Plumi as a tool of archiving digital video and video as a mean of communication from each organization (this needs explaining more)
- database development, archiving skills, information system management, including bringing in people from National Archive for discussions and workshops
- Sessions on technology implementation, in-depth conversation on internet/CMS/open source softwares, plumi developers outside Engage Media
- creating a static version to put on DVD
- sharing content between the archives, particularly looking at technical solutions such as syncing
- network setting up and broadcasting the archives via wifi networks
- from local to online – steps towards an online video archive
- A discussion of Open Content and approaches to sharing content between the archives from a social/legal perspective
- Strategic discussions on the nature of archiving in Indonesia and also and potential future directions

The aims of the meeting will be jointly discussed by the organisations in the lead up to the event on the arsip list and the wiki space. These above are however some initial ideas.

The workshop will also allow for significant open space where participants can work freely together or get help with particular issues. The small and focussed nature of the training will ensure a deep level of skills transfer and intensive network development.

### **Venue**

The venue for the camp will be in central Java. Ideally the venue should be 1-2 hours from Yogyakarta to ensure that attendees stay for the duration of the event. The venue should be secluded, comfortable and be a nice place to spend 3-4 days. The venue should have internet.

### **Dates**

The exact dates are to be determined however the event will run for three days. Participants will arrive on the evening before the first day and leave either the evening of the last day or the next morning. They will stay therefore for either three or four nights.

### **Attendees**

Attendees should be a mixture of technologists and archive producers. A minimum of 3 people should attend from each project *for the full three days*, at least one technologist and one producer. A maximum of 4 attendees per organisation are allowed given the limited budget. Executive Directors or each organisation should be encouraged to attend for at least one day. This will allow for higher level strategic decision making.

The event should also seek to have a good gender balance with at least 1/3 of participants being women.

## **Philosophy and Approach**

The event aims to focus on learning by doing, rather than just listening. The aim is to create more of a "workshop vibe" as opposed to a "conference vibe". The remote location, shared housing, and nature of the sessions should ensure high energy levels and strong, active participation. The aim is to create an atmosphere conducive to learning and fostering longer-term relationships and community building.

As much as possible sessions should be conducted in Bahasa Indonesia and be led by locals. EngageMedia will provide some facilitation and specialised technical knowledge, but we aim for the event to be a shared experience, with everyone feeling ownership over the goings on.

The more participants can be engaged to create the event for themselves, the more they will get out of it. As such the agenda should be built collaboratively, and shouldn't be over-scheduled. Time for nongkrong is very important and can often be the most productive time.

The key words are; active participation, collaboration, ownership.