

CINEMA



FISAIC
INTERNATIONAL CULTURE- AND FREE-TIME ACTIVITY FEDERATION
OF THE RAILROADERS

TECHNICAL COMMISSION FILM AND VIDEO

REGULATIONS FOR FILM- AND VIDEOCOMPETITIONS

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I. Preamble

I.0 Introduction

- I.0.0 Due to the high meaning of the free-time activity field film and video within the international culture and free-time activity federation of the railroaders (to be referred to as FISAIC) regulations for the film and video competitions of the FISAIC has been set up. The technical commission for film and video (to be referred to as TC) is used due to article 21 of the statute of the FISAIC.
- I.0.0.1 The activity of the technical commission for film and video (TC) is determined by the statute of the FISAIC, its supplementing guidelines and this document.
- I.0.1 This document has been set up in accordance with paragraph 21 of the statute of the FISAIC (edition 2002). The document contains all tasks, which are obligatory to a TC.
- I.0.2 Structuring of this document:
- I. Preamble
 - II. General part
 - III. Technical part
- I.0.2.0 Each part of this document must be approved by the assembly of delegates of the TC (to be referred to as AD). The presidency and/or the general assembly of the FISAIC confirm the parts I. and II.
- I.0.2.1 The technical part (III.) has to be approved by the assembly of delegates of the TC (AD). In accordance with paragraph 21 of the statute of the FISAIC the resolutions of the AD have to receive the permission of the presidency and/or the general assembly of the FISAIC, if the resolutions have a financial effect on the national associations.
- I.0.2.2 The new document has to include information about the date which has been decided as the date of coming into force.
- I.0.3 The TC wants to promote the goals of the FISAIC with following reasons and activities:
- a) organization of competitions;
 - b) collaborative work on bilaterally and regionally organized seminars and conferences;
 - c) film -, video and address exchange;
 - d) video library and archives.
- I.0.4 Membership in the TC
All national associations of the FISAIC including members who work as film and video authors can participate in the work of the TC.
- I.0.5 Official languages (paragraph 24 of the statute of the FISAIC)
The official languages of the FISAIC are French and German. In addition to that, other languages can be used at meetings.
- I.0.5.0 The correspondence is to be led in one of the official languages.
- I.0.5.1 In case of discrepancies in the interpretation of the statute or this document the French text is determining.
- I.0.6 Disputes concerning these regulations are to be solved in accordance with paragraph 22 of the statute of the FISAIC.
- I.0.7 The activity of the TC includes
- 1. the assembly of delegates (AD) and
 - 2. the regular commission (RC).
- I.0.7.1 The AD takes place in the context of a film- and video competition of the FISAIC.
- I.0.8 In case of the cancellation of a competition, the next AD is to be determined in agreement with the presidency of the FISAIC.

I.1 Assembly of Delegates (AD)

- I.1.0 The assembly of delegates (AD) includes representatives of the national associations which cooperate in the discipline film and video. The number of participants is limited to maximally two delegates per national association.
- I.1.1. Each national association has only one vote. The national associations may give their votes in writing to some other national associations; the number of votes however is limited to two votes per delegation of the national associations.

I.1.2 All resolutions are passed with simple majority of votes. In case of a tie the vote of the president of the TC is decisive.

I.1.3 The AD is led by the president or vice-president of the TC.

In case the president and his representative retire or withdraw, the AD is to be led by the representative of the national association entrusted with the organization of the event until the election of the president and the vice-president of the TC/RC.

I.1.4 Authorities of the AD:

- a) approval of the daily agenda and determining the number of votes;
- b) approval of the minutes of the last AD;
- c) approval of the report on the activities of the RC;
- d) election of the president of the TC and the members of the RC;
- e) summary and discussion of the short reports of the national associations within the field film and video (enclosure no. 4);
- f) approval of the proposals for the next competition and the activities suggested by the RC;
- g) one month before the assembly of the delegates, the President of the technical commission should send the requests of the different nations, with regard of their meaning and sense, to the delegates of the several countries for judging and studying them.
- h) adjustment and control of the application of the regulations and other instructions;
- i) submission of proposals to the FISAIC.

I.1.5 The secretary of the TC/RC prepares the minutes of the meeting of the AD.

Following parties are to receive this document, which is to be prepared in French and German, as soon as possible, however at the latest within 3 months after the meeting:

- the general secretary of the FISAIC,
- the national associations and
- the members of the TC/RC.

I.1.5.0 The president approves the final report before sending.

I.2 Regular Commission for Film und Video (RC)

I.2.0 The president of the TC and the members of the TC are at the same time the members of the regular commission for film and video (RC).

I.2.0.1 The regular commission film and video (RC) includes six members who are elected by the AD.

I.2.0.2 The Members of the regular commission are:

- the president,
- the vice-President,
- the secretary,
- 3 advisors.

I.2.1 Each candidate for the RC needs the approval of his/her national association before running for the office.

I.2.2 The term of office of the members of the RC ends with the completion of the next election process.

I.2.2.0 The re-election is possible.

I.2.2.1 A national association can recall its members of the RC.

I.2.3 Tasks of the regular commission (RC):

- a) preparation of the AD;
- b) keeping of the minutes;
- c) submitting proposals concerning the regulations;
- d) checking of the proposals and requests submitted by the national associations;
- e) keeping a record of the addresses of the delegates for the field film and video of all national associations;

- f) keeping an index of authors;
- g) creation ovideo archives;
- h) discussion and evaluation of the current competition;
- i) summary of the short reports of the national associations;
- j) preparation of a report on the activities of the TC for the general secretary of the FISAIC.

I.2.4 Authorities of the office-holders:

The president:

- represents the TC in technical questions of the FISAIC;
- leads the meeting of the AD and RC;
- sends invitations with the daily agenda to the national associations one month before the AD;
- keeps a record of addresses of the representatives for film and video;
- participates in regional events as far as possible;
- summarizes the short reports of the national associations;
- gives information about the activity of the TC since the last competition;
- determines the national association that provides for a judge for the coming competition;
- provides for a report on the activities of the TC in the year of the general meeting of the FISAIC; this report on the activities is to be send to the general secretary of the FISAIC at the latest five months before the general meeting.

I.2.4.0 The vise-president:

- represents the president if the president is unable to come;
- keeps an index of authors;
- is responsible for the video archives.

I.2.4.1 The secretary:

- keeps the minutes of the AD;
- writes memos about meetings of the RC;
- works on the correspondence with the national associations (regulations, circulars etc.) and passes these documents on to the president in order to receive his/her signature.

I.2.5 Expenses:

The delegates or the concerned national associations bear the costs of their participation in the meetings.

I.2.5.0 If possible, the expenses for the members of the TC are to be paid as follows:

- for the president: the organizer pays the expenses if the president does not belong to a group of participants;
- for other delegates: the national associations of the delegates pay the expenses for their members.

Expenses of the RC as postage and copies are to be paid by the national associations.

I.2.6 Reserve

II. General Part

II.0 Patronage and Regular Cycle

II.0.0 With the patronage of the international culture and free-time activity association of the railroaders (FISAIC) and the technical commission for film and video (TC), every two years (odd years) a film and video competition takes place.

II.1 Organization of the Competition

II.1.0 The TC and the FISAIC entrust a national association of the FISAIC (organizer) with the organization of the competition. In order to include the date of the competition in the FISAIC calendar of events the application has to take place in time.

- II.1.0.0 The competition includes the following points:
- meeting of the TC with the jury before the beginning of the competition;
 - meeting of the AD;
 - public presentation of films and videos (works involved into the competition) in front of jury;
 - assessment of the submitted works by the jury;
 - presentation of the results by the president of the jury and presentation of the FISAIC awards and special awards;
 - presentation of a number of selected award-winning works (as far as possible);
 - meeting of the AD with the president of the jury of the current competition;
 - entertainment programme.

II.2 Participants of the Competition

- II.2.0 All members of national associations which belong to the FISAIC are entitled to take part, except of members who work for the media.
- II.2.0.0 Following persons are to be considered as members: retired as well as current railway employees and personnel of attached enterprises and family members as wives and husbands as well as their economically dependent children.

II.3 Conditions of Admission

- II.3.0 All films and videos which have not been subject to prior competitions of the FISAIC can be registered. The submitted works have to be produced by members who are entitled to participate in the competition.
- II.3.1 The authors are responsible of determining a category from A to F for their submitted works as well as providing for short summaries about their works. The categories are described in the technical part of these regulations.
- II.3.1.0 The jury can change the category of a submitted work, if it considers this necessary.
- II.3.1.1 The jury can interrupt a presentation or exclude a work if important reasons demand such an action (e.g. immoral standards, brutality, and/or if a work lacks necessary technical standards). These decisions are to be recorded in the “minutes of the jury meeting”.
- II.3.2 The showings of the national associations are limited to a certain length, which is subject to the decision of the AD. Detailed information is included in the technical part.
- II.3.3 It is to make sure that the authors have complete copyrights on the registered works (including scene- and sound material). The author/ authors is/ are to be listed in enclosure no. 1 and enclosure no. 2.
- II.3.3.0 Film scenes that are not produced by the author are to be listed on the registration form (enclosure no. 1). The lengths of these scenes are to be indicated within the films or videos.
- II.3.3.1 In the films and videos, the title and the author are supposed to be named.
- II.3.3.2 The permitted total of length is prescribed in the technical part.
Special attention has to be paid to the copyright.
The admitted technical systems and standards are specified in the technical part.

II.4 Invitation

- II.4.0 The national associations have to receive the invitations from the organizer at the latest 9 months before the beginning of the competition. The following points are to be specified:
- place and time of the competition;
 - exact address of the organizer;
 - date of registration with the official forms enclosure no. 1 and 2;
 - closing date for the competing works;

- closing date for works which are submitted personally;
- technical equipment available for the presentation of the works.

II.5 Registration and Entry of Works

- II.5.0 The national associations are responsible for the registration of the works which are to participate in the competition at the latest 6 weeks before the beginning of the competition.
- II.5.0.0 **Works cannot be registered by the author personally.**
- II.5.1 Enclosures no. 1 and no. 2 should be typed or written in block letters in German, French or English.
- II.5.1.0 The essay about each work is to be submitted in both official FISAIC languages (alternatively also in English language). The organizer has to receive the summaries submitted by the national associations written in official FISAIC languages as mentioned above (Enclosure Nr 2).
- II.5.1.1 The national associations are responsible for customs formalities and insurance concerning transportation and theft.
- II.5.1.2 In case of a collective entry two forms of enclosure no. 1 and enclosure no. 2 are to be added.
- II.5.2 Transnational mailings have to include the following note on the package as well as in the transport documents:
 „Amateur film, without commercial value, return to owner - Film d'amateur, développé, sans valeur, restitué à son propriétaire“
 or
 „Amateur video cassette, without commercial value, return to owner - Amateur videocassette, sans valeur, restitué à son propriétaire“.
- II.5.3 The organizer must have received the works at the beginning of the competition.

II.6 Presentation of Submitted Works

- II.6.0 The order of the presentation of the works is to be decided by drawing lots.
- II.6.0.0 The draw of the succession of the films happens without considering to what competition categories it belongs. The organizer is responsible for the draw. Observation : the projection of the films is only based on the draw. It is important, not to project films in the same system as it is done in projection of Video.
- II.6.1 All competition works are to be presented under the same conditions. The technical part discusses further detailed information.
- II.6.1.0 In case an author submits a competition work (film or video) which is categorized as „other system“, as enclosure no. 1 specifies, the author has to take care of the presentation of his/ her work.
- II.6.2 Each presentation has to be followed by a break of 2 min. for the jury.

II.7 The Jury

- II.7.0 The jury involves five highly qualified railroaders and the president.
- II.7.1 The jury has decision-making powers if at least three judges and the president are present.
- II.7.2 The participating national associations alternately provide for the judges in alphabetical order of the country names in French.
- II.7.3 The organizer provide for the president who leads the work of the jury. The president keeps the minutes of the meeting of the jury. Exceptionally, the president has a vote, when a member of the jury is by the same time author of a film and therefore not allowed to jury his own work. As member of the jury one must belong to the organizer and another one to the country, that is organizing the next contest.

- II.7.3.0 The concerned national associations inform the organizer about the names of the price judges (and/or substitutes) at the latest three months before the beginning of the competition.
- II.7.4 The meetings of the jury are not public.
- II.7.4.0 Minutes of work and decisions of the jury are to be kept. The organizer makes sure that appropriate equipment for copying and printing of the minutes in official languages of the FISAIC is available. The minutes must be available at the end of the event.

II.8 Assessment and Awarding

- II.8.0 The jury works according to the rules of the selection procedure.
- II.8.0.0 The judges have the possibility to use the official form prepared by the organizer (enclosure no. 3) for the assessment.
- II.8.0.1 The jury decides about the presentation of special awards.
- II.8.1 The final assessment of the jury involves the evaluation of the forms and the presentation of FISAIC awards and special awards.
- II.8.2 Minutes of the jury are to be signed by all judges in the course of the current competition.
- II.8.2.0 The original report of the jury is to be kept by the general secretary of the FISAIC. The national association of the organizer keeps a copy of the report.
- II.8.3 The decisions of the jury are to be considered as definite decisions.
- II.8.4 For each category the following FISAIC-awards can be assigned:
- 1st, 2nd, and 3rd prize: one gold-, one silver- and one bronze medal in addition to a certificate;
 - 4th – 10th prize: certificates.
- II.8.4.0 The jury does not have to assign all prizes. It has the possibility to assign certain awards more than once (ax aequo).
- II.8.4.1 For each category, the total number of certificates is limited to ten. The total number of medals is limited to three, whereas the number of gold medals is limited to a total of one and the number of silver medals to a total of two.
- II.8.4.2 The place (form 4 to 10) should be mentioned on the award. Observation : to avoid that level 10 has the same value than level 4.
- II.8.5 Year and place of the competition are engraved on the medals.
- II.8.6 The awards should show the name of the winner, the year, the place of the contest and the title of the work.
- II.8.7 Official representatives of the FISAIC are to present the awards.
- II.8.8 Special awards are to be presented according to the wishes of the donators.
- II.8.9 The participating national associations are to receive the results of the competition immediately. The national associations inform their members about the results.
- II.8.10 The organizer is recommended to publish a catalogue including all important information about the competition.

II.9 Return of Works and Liability

- II.9.0 The organizer makes sure that films and videos are treated with the greatest care.
- II.9.1 The FISAIC and the organizer are not responsible for the loss or the damage of the films and videos.
- II.9.2 The works are to be sent back within ten days after the end of the competition. The organizer informs the concerned national associations about date and form of return.

II.10 Archives

- II.10.0 The copying of films and videos for the archives of the FISAIC is permitted, if the author expressed his/ her agreement within the process of registration (enclosure no. 1).
- II.10.1 The archives are kept by the national association of the FISAIC.
- II.10.1.0 The technical part includes the regulations concerning the copying of the works for the archives.

II.11 Entertainment programme

- II.11.0 On the occasion of the competition the organizer should provide for an entertainment programme at favorable prices (trips, sight-seeing tours, cultural presentations etc.).
- II.11.0.1 This entertainment programme should encourage all participants to meet and exchange experiences.
- II.11.1 The final programme of the competition and of entertainment is to be communicated at least 3 months before the event.

II.12 Reimbursement of Expenses

- II.12.0 The organizer may suggest a sharing of the expenses for overnight accommodations and catering for the judges.
- II.12.1 The costs for the participation of delegates are usually paid by the delegates themselves or their national associations.
- II.12.1.0 The organizer may determine different all-inclusive prices for members of the jury, the delegates and other participants.
- II.12.2 Reductions of the transportation costs are granted according to the annually published list concerning the regulations of the international association for traveling expenses of railroaders (FIP).
- II.12.3 Whereas the FISAIC provides for the awards free of cost, the organizer has to bear the costs for the engraving of the medals.

II.13 Final Regulations

- II.13.0 With the registration of the works (enclosure no. 2), the national associations as well as the authors of the submitted works acknowledge the following points:
- the guidelines of these regulations are fully recognized;
 - the authors own the copyrights on their submitted works;
 - the FISAIC is responsible for the settlement of disputes.

II.14 Validity and Coming into Force of the Regulations

- II.14.0 The preamble and the general part of the regulations for film and video competitions of the FISAIC (to be referred to as regulations) are only valid in combination with the technical part.
- II.14.1 The preamble and the general part of the regulations have been approved on the occasion of the AD in Paris on September 27, 2003. 1st December of 2004 has been decided as the date on which the new regulations come into force. The regulations replace the general part of the regulation, which had been approved by the AD on September 15, 1999.
- II.14.2 The preamble and the general part of the regulations have been approved on the occasion of the general assembly of the FISAIC in Zilina (Slovakia) in September 2004. 1st December of 2004 has been decided as the date on which the new regulations come into force. The regulations replace the general part of the regulations for film and video competitions of the FISAIC, which had been approved by the general meeting of the FISAIC on September 27, 2000.

End of preamble and general part

For the correctness:

The president of the TC:

III. Technical Part

III.1 Categories of Works

III.1.0 The submitted works (the term film refers to films or videos) are to be allocated to one of the following categories:

A	Films ferroviaires: film dont le sujet ou le support principal est le chemin de fer ou la vie des cheminots.
	Railway films: subjects are to be the railway or the life of railroaders.
B	Films documentaires, reportage ou voyage: film présentant la nature, la technique, la science l'être humain ou un récit de voyage.
	Documentaries, reports and travel magazines: subjects are to be nature and technology, mankind and sciences, travel magazines.
C	Films une minute; Films d'animation: film à sujet libre: durée de projection au max. de 60 secondes; film animation: tous sujets dont la réalisation technique a nécessité i'emploi de l'animation ou du dessin animé.
	1-minute movies; cartoon films: no restrictions concerning the subject; the length of the film is limited to a total of 60 seconds; cartoon films.
D	Films à scénario: idée originale, écrite par l'auteur du film, et servant de fil conducteur pour faire passer un message.
	Films: films according to a screenplay.
E	Films à script libre: idée originale, mise en image par l'auteur du film mais dont le sujet est tiré d'un fait divers, d'une chanson, d'un livre etc.
	Alternative films: all films which cannot be allocated to one of the other categories. Fantasy films; video clips, slapsticks etc.
F	Auteurs jeunes: film réalisé par des auteurs de moins de 25 ans.
	Films for a young audience: films produced by authors younger than 25 years.

III.2 Film Showing

III.2.0 The presentation of the films is limited to a total of 120 minutes per national association.

III.2.1 The measuring of a competition work is to start with the first picture or tone and is to end with the last picture or tone (without test patterns). The presentation time has to be rounded up and indicated in whole minutes.

III.2.2 Externally produced scenes of the works are limited to a total of 25 percent per submitted work.

III.2.3 These scenes are to be mentioned in the film credits in detail.

III.3 Registered Technical Means

III.3.0 The use of the following materials is admitted:

Film:	16 mm with magnetic strip or beamer. Other systems : but only with the agreement of the organizer.
Video:	Norms: PAL and SECAM Systems: VHS, VHS-C, S-VHS, S-VHS-C, Video 8, Hi 8, MDV, DV, DVD±R. Other systems : but only with the agreement of the organizer.

III.3.1 The organizer announces the technical equipment for the presentation in the invitation.

III.4 Entry of Works

III.4.0 Each competition work is to be submitted on one spool or one cassette ready for presentation, in good condition and appropriately packed.

III.4.1 The box or covering of the film or the video cassette is provided with a label which contains the information of enclosure no. 1 (national association, title, author, address, club and category, time of presentation, system and sound track).

III.4.1.0 The film credits are to display the title and the name of the author. The video cassette is to include the information mentioned in paragraph III.4.1. It is recommended to provide for test patterns and starting marks, as well as for approximately 1 meter extra track on the spool or an introduction sequence of approximately 15 seconds.

III.5 Assessment of Works

III.5.0 The systems of assessment concerning upcoming competitions are to be specified on the occasion of the AD.

III.6 Archives of Competition Works of the FISAIC

III.6.0 The archive of videos is kept by a designated country, member of the FISAIC.

III.6.1 Organizers of the FISAIC competitions have to send those copies to the designated national country :

- which received a medal of the FISAIC and
- one of the best works submitted by the participating national associations, which did not receive a medal.

III.6.1.0 All copies according to paragraph III.6.1 are to be produced as MDV cassette (speed: SP).

One MDV cassette may include several competition works.

III.6.1.1 Other ways of processing are settled by the directives of the technical rules of the commission for film and video, concerning creation, conserving and employing of that materials.

III.7 Validity and Coming into Force of the Regulations

III.7.0 This (III.) technical part of the regulation for film and video competitions of the FISAIC (regulations) is only valid in combination with part I. and II. of the regulations.

III.7.1 This (III.) technical part of the regulations has been approved on the occasion of the AD in Paris on September 27, 2003. 1st December of 2004 has been decided as the date on which the new regulations come into force. This part replaces the (III.) technical part of the regulations, which had been approved by the AD on September 15, 1999.

III.8 Enclosures

III.8.0 Enclosure no. 1: registration form

III.8.1 Enclosure no. 2: list of participation forms

III.8.2 Enclosure no. 3: form for the judges (recommendation)

III.8.3 Enclosure no. 4: report of the national association (example)

End of technical part

For the correctness: The president of the TC