European Network of Information Centres for the Performing Arts
Réseau Européen des Centres d'Information sur le Spectacle Vivant

Report of ENICPA General Assembly in Paris, 6-7 December 2004

<u>Members</u>

Ms Elena Patap ARCUB, Romania; Mr. Mika Väyrynen, Acting Director, Finnish Dance Information Centre, Finland; Piia Ahonen, Communications Officer, Finnish Dance Information Centre, Finland; Naomi Black, Manager, Artist Development, The Place, UK; Juraj Sebesta, Theatre Instiute Bratislava, Slovakia; Lola Vargas Zúñiga Centro de Documentación de las Artes Escénicas de Andalucía, Spain; Dries Moreels, Vlaams Theater Instituut (VTi), Belgium; Bianca de Waal, Theater Instituut Nederland, Netherlands; Luciano Brogi, IALS - Istituto Addestramento Lavoratori Spettacolo, Italy; Anneli Kurki, Assistant Director, Finnish Theatre Information Centre, Finland; Michael Freundt, German ITI, Germany; Michel Uytterhoeven Vlaams Theater Instituut (VTi) Director Belgium; Anne-Laure De Villard, Chargée de mission, Centre national de la danse, France; Agnès Wasserman, Resp. du Bureau des companies, Centre national de la danse, France; Sergey L Shternin Centre of Information Technologies for Theatre, Russian Federation.

<u>Guests</u>

Cécile Hamon, Administratrice, Centre national du theatre, France; Jean-Luc Candussi, Centre national du theatre, France; Jean-Louis Battistetti, Resp. du Centre d'information & documentation, Arcade Provence-Alpes-Côte d'Azur France; Zoé Carlier, Documentaliste, Arcade Provence-Alpes-Côte d'Azur France; Caroline Williams, Director, The Irish Playography, Theatre Shop, Ireland; Claire Hudson Head of Information and Collections Management, Theatre Museum, UK; Pascal Brunet Relais Culture Europe Directeur France (moderator); Jan G. Christiansen, Director, Danish ITI & Theatreunion, Denmark; Jennifer Walpole, Executive Director, International Theatre Institute, France.

<u>Apologies</u>

Maciej Nowak Zbigniew Raszewski Theatre Institute and The Wybrzeze Theatre in Gdansk Director Poland.

1. General Assembly (meeting room, 2nd floor), Assemblée générale (salle de réunion, 2e étage)

1.1 Introduction par le Bureau d'ENICPA / *Welcome by ENICPA Board*

1.2 Présentation des participants / *Who is who*

1.3 Questions réglementaires et financières / *Legal & financial matters*

- For 2005/2006 we expect 6000 euros in membership fees
- 500 euros for the new board with an emphasis to make ENCIPA known again.
- There are currently 25 members.

1.4 Projets 2005 pour ENICPA / *ENICPA actions for 2005*

*a. Projects 2005 (*See appendix 1 for the handout)

Anneli briefly presented three areas for projects:
- Promotion plans: we want people to know we exist and to perhaps collaborate with us. We're open for different ideas for promotional activities.
- Membership relations: To have a living organisation by talking with each other and other organisations. The 'projects' area of the website is to inform the other members about their own projects. Members are encouraged to use this tool.
- Website developments

b. Internal Communication Strategy

Naomi announced and launched the new network postcard. Bianca introduced the two kinds of newsletters network will be starting in 2005 that all members will be sent.
   a.   ENICPA Update – a quarterly e-newsletter (Bianca de Waal is editor)
   b.   ENICPA InfoQuick – a bi-monthly email (Nao Black is editor)

Piia was invited to write a review of the dinner and performance at the Paris meeting for the Update.

See appendix 2 for the handout.

Please note : The General Assembly is the formal part of a two-day network meeting. There are additional meeting notes available.

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Appendix 1

ENICPA 2005 Projects

Promotion plans

- External communications strategy
- Postcards
- Propose other promotion activities

Membership relations

- Members meetings
- Communication
- Idea of enlarging the network by finding partners outside Europe (for instance in collaboration with ITI an SIBMAS)

Website developments

- Project of updating the site and how this can be allocated amongst members. This would require an analysis of what is missing from the site.
- Improvements of the website
- Work on the public area (the way we give the information)

Appendix 2

<u>Communications to the members</u>

<u>ENICPA Update</u>

Twice a year.

The purpose of the se updates are to inform members specifically about what will be happening at the two meetings.

To contain:
- o What happened at the last meeting.
- o What is coming up in the next meeting.
- o Will list any future meetings for which dates have been decided.
- o Some personal information about the meeting (reference to a dinner out or a performance).
- o Reports from meetings.
- o News of network members – big news, announcements of future events (which will provide special travel opportunities for network members). Leaving of members and welcoming and introducing new members.
- o Offers to members from other members (e.g. publications)
- o International meetings – opportunities to attend/present something.

Will not contain:
- The contents of the ENICPA InfoQuick

Format and design:
The text will be a word document that is attached to an email. It also is published in the members' area of the network's website.

<u>ENICPA InfoQuick</u>

Every quarter.

Email-only communication containing:
- a 200 word feature on the work of one of the members (editor invites
- a brief list upcoming dates of meetings (e.g. spring or autumn meeting, board meetings)
- contain a 100 word update (bullet points) on any progress of task groups and the board.

The whole email should not be more than 500 words.

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