

## Workshop Programme

### Workshop on Preservation of Recorded Heritage for ASEAN Countries 8-19 March 2010

#### Day 1

<b>Sunday, 7 March 2010</b>		
Arrival of Participants		
<b>Monday, 8 March 2010</b>		
Time	Topic	Speaker/Trainer
<b>Opening Ceremony at Ministry of Foreign Affairs (MFA)</b>		
8.30 am	Registration of participants	
9.00 am	<ul style="list-style-type: none"> <li>• Welcome address by Director/MFA, Mr Koh Tin Fook</li> <li>• Welcome address by Minister Counsellor/ PRC Embassy, Mr Li Minglin</li> <li>• Video Presentation on the Singapore Cooperation Programme</li> <li>• Group photo-taking &amp; tea reception</li> </ul>	
10.30 am	Depart for National Archives of Singapore	
<b>Workshop at Oldham Lecture Theatre, National Archives of Singapore (NAS)</b>		
11.15 am	Welcome remarks by Director of National Archives of Singapore	Mr Pitt Kuan Wah Director, NAS
11.30 am	Introduction to NAS & Overview of Workshop Programme	Ms Kwok Toi Chi Assistant Director (Records Management), NAS
12.00 pm	Brief Orientation Tour of NAS <ul style="list-style-type: none"> <li>• Oral History Centre</li> <li>• Archives Reading Room</li> </ul>	
12.30 pm	<i>Lunch</i>	
1.30 pm	Brief Orientation Tour of NAS <ul style="list-style-type: none"> <li>• Archives Conservation Lab</li> <li>• Image Preservation Lab</li> <li>• Sound and Moving Image Lab</li> </ul>	
2.30 pm	Depart for Reflections at Bukit Chandu (RBC)	
3.00 pm	Tour of RBC	Mr Stanley Tan Assistant Director (Exhibition and Public Programme), NAS
4.00 pm	Ice-breaker Activity	
4.45 pm	Review of course outline and sharing of expectations by participants	
6.30 pm	<b>Welcome Dinner at RBC to be hosted by CEO National Heritage Board</b>	

**DAY 2****Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Tuesday, 9 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Managing Archives with Standards	Mr Pitt Kuan Wah Director, NAS
10.30 am	Records management practices and procedures in Singapore (including Archives Appraisal)	Mrs Kwek-Chew Kim Gek Deputy Director (Records management), NAS
11.30 am	<i>Tea Break</i>	
12.00 am	Imaging Technology: Microfilm and Digitisation Concepts	Mr Thomas Foo Former Regional Business Manager (Imaging Group), Kodak Singapore Pte Ltd
1.00 pm	<i>Lunch</i>	
2.00 pm	Practical Session on Imaging Processes @ IPL <ul style="list-style-type: none"><li>• Small Format Document Scanning</li><li>• Large Format Document Scanning</li><li>• Digital Archives Writing</li><li>• Quality Control</li></ul>	Ms Metta Yang Manager (Image Preservation Lab), NAS
4.00 pm	<i>Tea Break</i>	
4.30 pm	Questions & Answers/ Feedback session	
5.00 pm	End of Day 2	

**DAY 3****Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Wednesday, 10 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Archives Conservation Practices and Processes - The Singapore Experience (Talk)	Ms Nor Aini Omar Assistant Conservator (Archives Conservation Lab), NAS
9.30 am	Building Bridges: Developing Software for Dealing with Ink-Bleed in Manuscript Records	Dr Michael S. Brown Associate Professor National University of Singapore
10.30 am	<i>Tea Break</i>	
11.00 am	Practical Session on Conservation Processes @ACL <ul style="list-style-type: none"><li>• Anoxic treatment</li><li>• Leaf casting</li><li>• Stitching and binding</li><li>• Minor repair work</li><li>• Encapsulation</li><li>• Conservation of photographic materials</li></ul>	
12.30 pm	<i>Lunch</i>	
1.30 pm	Practical Session on Conservation Processes @ACL (cont'd)	
3.30 pm	<i>Tea Break</i>	
4.00 pm	Questions & answers/Feedback session	
4.30 pm	End of Day 3	

**DAY 4****Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Thursday, 11 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Archives dissemination and deployment	Mr Stanley Tan Assistant Director (Exhibition and Public Programme), NAS
10.30 am	Questions & Answers/Feedback Session	
11.00 am	<i>Lunch</i>	
12.30 pm	Depart for Memories at Old Ford Factory (from NAS)	
1.00 pm	Tour of Syonan Garden	
1.15 pm	Tour of Exhibition 'Syonan Years: Singapore Under Japanese Year Rule, 1942 -1945'	
2.00 pm	Tour of Archives Repositories	Mr Simon Lim Manager (Estate & Building), NAS
3.00 pm	Screening of documentaries on Japanese Occupation	
3.30 pm	Feedback cum Tea session	
4.00 pm	Depart for hotel	
	End of Day 4	

## DAY 5

Venue: Oldham Lecture Theatre, National Archives of Singapore

Friday, 12 March 2010		
Time	Topic	Speaker/Trainer
9.00 am	Overview of Oral History Centre	Ms Julia Chee Deputy Director (Oral History Centre), NAS
9.30 am	Oral history methodology <ul style="list-style-type: none"><li>• Planning of oral history project</li><li>• Interview process</li><li>• Documentation</li><li>• Preservation and dissemination</li></ul>	Ms Chua Chee Huan Snr Oral History Specialist (Oral History Centre), NAS
10.30 am	<i>Tea Break</i>	
11.00 am	Mock interview session (for all participants)	Ms Chua Chee Huan Snr Oral History Specialist (Oral History Centre), NAS
12.30 pm	<i>Lunch (2 hrs)</i>	
2.30 pm	3A's of Audiovisual Archiving – The Singapore Experience	Dr Phang Lai Tee Snr Assistant Director (Archives Services and Audio Visual Archives), NAS
3.00 pm	Practical Sessions on Audiovisual and Oral History <ul style="list-style-type: none"><li>• Cleaning of open reels</li><li>• Cleaning of vinyl records</li><li>• Film processing</li><li>• Digitisation of audio clips</li></ul>	Participants to be grouped and rotated between AV and OHC
4.00 pm	Questions & Answers/ Feedback cum Tea Session	
4.30 pm	End of Day 5	

**DAY 6 & 7**

**Weekend**

<b>Saturday, 13 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
3.30 pm	Visit to Sentosa (MFA)	
9.00 pm	End of Visit	

<b>Sunday, 14 March 2010</b>		
No official programme		

## DAY 8

Venue: Oldham Lecture Theatre, National Archives of Singapore

Monday, 15 March 2010		
Time	Topic	Speaker/Trainer
9.00 am	Archives Repository Management <ul style="list-style-type: none"><li>• Requirements of Building an Archives Repository</li><li>• Converting Repositories</li><li>• Energy-saving green features</li></ul>	Dr Wang Liangcheng Head of Technique Division, State Archives Administration of China
10.30 am	<i>Tea Break</i>	
11.00 am	Disaster Recovery and Preparedness	Dr Wang Liangcheng
12.30 pm	<i>Lunch</i>	
1.30 pm	Wrap-up Session: Questions & Answers/ Feedback	Dr Wang Liangcheng
2.30 pm	Depart for Heritage Conservation Centre	
3.00 pm	Learning Journey at Heritage Conservation Centre	
5.00 pm	End of Day 8	

**DAY 9****Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Tuesday, 16 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Moving Image Preservation	Assoc Prof Zhang Meifang Renmin University of China
10.30 am	<i>Tea Break</i>	
11.00 am	Moving Image Preservation (continued) followed by Questions & Answers/ Feedback	Assoc Prof Zhang Meifang
12.00 pm	<i>Lunch</i>	
1.00 pm	Group Preparation for Friday presentation	
2.00 pm	Depart for Asian Civilisations Museum	
2.30 pm	Learning Journey at Asian Civilisations Museum	
5.00 pm	End of Day 9	

**DAY 10****Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Wednesday, 17 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Introduction to Electronic Records Management  Challenges and Strategies for Managing Electronic Records : Sharing on Findings from InterPARES 3 TEAM China	Prof Wang Jian Assistant Dean of the School of Information Resource management (SIRM), Renmin University of China (RUC).
10.30 am	<i>Tea Break</i>	
11.00 am	Easy & Fast: Making Files of Electronic Records	Prof Wang Jian
12.00 pm	<i>Lunch</i>	
1.00 pm	Demonstration of NAS': <ul style="list-style-type: none"><li>• Electronic Registry System (ERS)</li><li>• Appraisal Records Management System (ARMS)</li></ul> Followed by: Questions & Answers/ Feedback session	Ms Kwok Toi Chi Assistant Director (Records Management), NAS  Ms Ruth Lim Manager (Automation), NAS
2.00 pm	Depart for Supreme Court & Technology Court	
2.30 pm	Learning Journey at Supreme Court & Technology Court	
4.30 pm	End of Day 10	

## DAY 11

Venue: Oldham Lecture Theatre, National Archives of Singapore

Thursday, 18 March 2010		
Time	Topic	Speaker/Trainer
9.00 am	Video interview techniques	Ms Chua Su Sien Manager (Sound and Moving Image Lab), NAS
10.30 am	<i>Tea Break</i>	
11.00 am	Video interview techniques – Practical session at recording studio	
12.30 pm	<i>Lunch</i>	
1.30 pm	Preparation for Presentation Session by participants on Friday	
3.30 pm	<i>Tea break</i>	
4.00 pm	Questions & Answers/ Feedback Session	
4.30 pm	End of Day 11	

**DAY 12**

**Venue: Oldham Lecture Theatre, National Archives of Singapore**

<b>Friday, 19 March 2010</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker/Trainer</b>
9.00 am	Sharing Session by Participants on Learning Points (video documentation)	Each team will be given 15 minutes to present
10.30 am	<i>Tea Break</i>	
11.00 am	Sharing Session (continued)	
12.15 pm	Depart for Grand Hyatt	
12.30 pm	<i>Farewell Lunch (hosted by MFA) at Straits Kitchen, Grand Hyatt</i>	
2.00 pm	Depart for NAS	
2.30 pm	Closing Ceremony (at NAS) <ul style="list-style-type: none"> <li>• Closing Remarks by Mr Pitt Kuan Wah, Director/NAS</li> <li>• Presentation of Gifts to PRC/Local Guest Trainers by Mr Pitt Kuan Wah, Director/NAS</li> <li>• Presentation of Gifts to PRC/Local Guest Trainers by Mr Koh Tin Fook, Director/Technical Cooperation, MFA</li> <li>• Presentation of Certificates to participants by Mr Koh Tin Fook, Director/Technical Cooperation, MFA</li> <li>• Presentation of Certificates to participants by Minister Counsellor Mr Li Ming Lin, PRC Embassy</li> <li>• Tea Reception</li> </ul>	
4.00 pm	End of Day 12	
<b>Saturday, 20 March 2010</b>		
Departure of participants		

\*Note: The workshop will be conducted in English.