

October
1996

'BEST OF'
"SPECIAL MEETING OF EUROPEAN COUNCIL, DUBLIN"
VI1001.01
(25:57 minutes)

The 'Audiovisual Production' Unit of the European Commission has prepared this 'best of' which highlights the events of the meeting of Heads of State and Government at the Special meeting of the European Council in Dublin on 5th October

This 'best of' contains pictures on the following subjects:

- I. General Atmosphere
- II. Summary of arrivals
- III. Summary of Taoiseach greeting the members of the European Council in the Throne Room
- IV. Group photo
- V. Round table of the Special European Council meeting

SHOTLIST

00:00 Titles

I. Special meeting of the European Council, General ambiance.

00.33 General view of Dublin
00.42 View of the port of Dublin
00.54 European flags
01.07 View of the river
01.20 Exterior of Trinity College
01.28 Entrance of Trinity College
01.38 Inside view of the College
01.45 Beweys Oriental Cafe
01.55 People in O'Connell Street
02.06 Flower shop in the O'Connell Street
02.19 People in the street
02.25 Newspaper shop in O'Connell Street
02.40 Close up of the Irish Times
02.50 Cameraman filming the entrance of Dublin Castle
02.56 View of Dame Street
03.02 Security at the entrance of Dublin Castle
03.13 Arrival of police at Dublin Castle
03.31 Exterior of RTE transmission vans
03.38 Inside views of RTE transmission car (4 shots)
03.55 Interior of the Press center (3 shots)

II. Summary of arrivals of members of the European Council at Dublin Castle

04.17 Mr. Malcolm RIFKIND, UK Secretary of State for Foreign and Commonwealth Affairs
04.41 Mr. Jean-Luc DEHAENE, Prime Minister of Belgium
04.48 Commission President Jacques SANTER
04.58 Dutch Prime Minister Mr. Willem KOK
05.09 Mr. Martti AHTISAARI, President of the Republic of Finland
05.21 Mr. Helmut KOHL, Chancellor of Germany
05.29 Mr. Jaime GAMA, Portuguese Minister for Foreign Affairs
05.39 Antonio GUTERRES, Portuguese Prime Minister
05.48 Mr. Jacques CHIRAC, President of the Republic of France
05.59 Mr. John MAJOR, British Prime Minister
06.10 Mr. Romano PRODI, Prime Minister of the Republic of Italy
06.29 Mr. Lamberto DINI, Italian Foreign Minister

III. Summary of Taoiseach greeting the members of the European Council in the Throne Room.

- 06.34 Arrival of John BRUTON and Dick SPRING
- 06.42 Mr. Dick SPRING, Irish Minister for Foreign Affairs
- 06.44 Mr. Jean-Luc DEHAENE Belgian Prime Minister followed by Mr. DERIJKE Belgian Minister for Foreign Affairs
- 06.54 Commission President Jacques SANTER followed by Commissioner Hans VAN DEN BROEK and Commissioner Marcelino OREJA
- 07.14 Mr Willem KOK, Dutch Prime Minister followed by Mr. Hans VAN MIERLO, Dutch Minister for Foreign Affairs
- 07.18 Mr. JUNKER, Luxembourg Prime Minister followed by Mr. Jacques POOS Luxembourg Minister for Foreign Affairs
- 07.30 Mr. Helmut KOHL, Chancellor of Germany followed by Mr Klaus KINKEL German Minister for Foreign Affairs
- 07.45 Mr. Antonio GUTERRES, Prime Minister of Portugal followed by Mr. Jaime GAMA Portuguese Minister for Foreign Affairs
- 08.05 Mr Goran PERSSON, Prime Minister of Sweden
- 08.19 Mr. Jacques CHIRAC President of the Republic of France followed by Mr. Hervé DE CHARETTE Minister for Foreign Affairs
- 08.31 Mr Costas SIMITIS, Prime Minister of Greece and Mr Theodore PANGALO Minister for Foreign Affairs
- 08.44 Mr Paavo LIPPONEN, Prime Minister of Finland
- 09.06 U.K. Prime Minister John Major followed by State Secretary for Foreign Affairs Malcolm Rifkind
- 09.30 Finnish President Martti Ahtisaari
- 09.40 Austrian Chancellor Franz VRANITZKY
- 09.51 Italian Prime Minister Romano PRODI followed by Foreign Minister Lamberto DINI
- 10.10 Cutaway
- 10.40 Spanish Prime Minister Jose AZNAR followed by Minister for Foreign Affairs Abel MATUTES
- 10.28 Entrance to the round table

IV. Group Photo – St. Patricks Hall

- 10.40 Group photo
- 10.50 Commission President Jacques SANTER and Italian Prime Minister Romano PRODI

V. Special Meeting of the European Council : Round Table

- 11.12 French President Jacques CHIRAC and Commission President Jacques SANTER
- 11.15 German Chancellor Helmut KOHL, Austrian Chancellor Franz VRANITZKY and German Minister for Foreign Affairs Mr. Klaus KINKEL
- 11.28 Irish President Mr. John BRUTON and Irish Minister for Foreign Affairs Dick SPRING
- 11.38 Italian Minister for Foreign Affairs Mr. Lamberto DINI and Italian Prime Minister Mr. Romano PRODI
- 11.44 Greek Prime Minister Mr. Costas SIMITIS and Greek Minister for Foreign Affairs Mr. Theodore PANGALOS
- 11.47 Portuguese Minister for Foreign Affairs Mr. Jaime GAMA and Portuguese President Mr. GUTERRES
- 11.51 General view
- 11.54 Austrian Minister for Foreign Affairs Mr. Wolfgang SCHUSSEL and UK Secretary of State for Foreign Affairs Malcolm RIFKIND
- 12.02 Spanish Prime Minister José AZNAR and Spanish Minister for Foreign Affairs Abel MATUTES
- 12.09 Danish Minister for Foreign Affairs Mr. Niels Helweg PETERSEN and Danish Prime Minister Mr. Poul Nyrup RASMUSSEN
- 12.14 Luxembourg Prime Minister Mr. Jean-Claude JUNCKER and Luxembourg Minister for Foreign Affairs Mr. Jacques POOS
- 12.17 UK Prime Minister Mr. John MAJOR and Secretary of State for Foreign Affairs Mr. Malcolm RIFKIND
- 12.23 General view
- 12.31 Mr. Klaus HANSCH President of the European Parliament and Irish Minister for Foreign Affairs Dick SPRING
- 12.33 General view
- 12.37 Belgian Prime Minister, Mr. Jean Luc DEHAENE

VI. Press Conference given Mr. Klaus HAENSCH President of the European Parliament

- 12.50 General view of the conference Hall
- 12.55 Arrival Mr. Klaus HAENSCH
Mr. Klaus HAENSCH speaking in German:
- 13.05 On the most important points in the IGC and the need to respect the IGC time table
- 14.21 On the need for majority vote at the Council
- 14.49 Cutaways
- 15.09 Statement by EP President Klaus Haensch on his view of the IGC negotiations

VII. Summary of the Press briefings

- 16.07 Press briefing of Dutch Prime Minister, Mr Willem KOK speaking in Dutch on the results of the summit
17.07 Cutaways
17.11 Press briefing of Belgian Prime Minister Jean-Luc DEHAENE speaking in Dutch and French on the IGC and the programme of the Irish presidency
18.06 Cutaway
18.15 Press briefing of Finnish Prime Minister Mr. Paavo LIPPONEN
18.30 Press briefing of British Prime Minister speaking in English on the defence identity of the EU and the employment policy of the EU
19.06 Cutaways
19.15 Press briefing of Austrian Foreign Affairs Minister Mr. Wolfgang SCHUESSEL on the EU employment policy
19.44 Cutaway

VIII. Presidency Final Press Conference given by Commission President Jacques SANTER and Irish Prime Minister John BRUTON.

Irish Prime Minister speaking in English :

- 19.54 On the IGC draft program that will be established for the European Council of December
21.04 On the situation in the Middle-East and
22.05 On a coming meeting of the Irish Presidency with Israelian and Palestinian representatives sending of special envoy

Commission President Jacques SANTER speaking in French:

- 22.25 On the importance to involve the European citizen in the negotiations of the IGC
Irish Prime Minister John BRUTON speaking in English
23.48 On the measures that have to be taken on Cybercrime in the Internet, chemicals for drugs and the protection of children
25.29 Cutaways
25.57 END

For further information:

Video Library

120, rue de Trèves

1040 Brussels

Tel. + 32 2 299.9005/6

Fax +32 2 299.9012

Planning

Demande de

Pour le

N° de production

Heure préparation

Heure prévue

Heure réelle

Médiathèque

Titre : Best S. Conseil Extraordinaire de Dublin

Destination : Médiathèque

Responsable : Morin a

Date de la demande : 24/7/97

Durée : 25' 57"

Délai :

Travail à effectuer

Remarques :

Transfert en ACR. Jejun : Vi 1001.01

Nature du travail

Transfert : intégralité - suivant liste jointe

Autre :

Quantité et version(s) :

Support original : Image - Son

Références :

Vi 1001 (015308)

Support image : 16 mm - 2" - 1" - Betacam - BVU - U-Mat (LB) - VHS

Support son : Bande lisse (19 cm/s - 9,5 cm/s) - Sepmag - K7

Enregistrement : Muet / Sonore / Sepmag / Optique

Support final : Image - Son

Références :

Support image : 2" - 1" - Betacam - BVU - U-Mat (LB) - VHS

Support son : Bande lisse - Sepmag - K7

Enregistrement : Muet / Sonore / Time code

Scriptel :

Signature :



EUROPEAN COMMISSION

DIRECTORATE GENERAL X

Information, Communication, Culture, Audiovisual

Communication media

Audiovisual production and Commission studios

Brussels, 8 October 1996

DG X.B.2 - TOD

NOTE FOR THE FILE

Subject : **Dublin Special Summit - Mission Report and Conclusions**

The statistics of use will follow later, but from the outset I want to make it clear that the logistics and coverage for this event are best considered as a rehearsal for the full Dublin Council in December - so that this note has as its principal intention a number of prescriptive measures that should enable us to do better in two months time.

There were problems with practically every aspect of the operation. I think we can group them under three headings - with the **summit organisers**, with our **local contract facility house** and with our **own coordination and preparation**.

There is furthermore need to examine the **significant change in working practice** which occurred for the first time at this special council - that's to say, hiring the bulk of the team on the spot.

Problems with our Irish hosts were essentially those of pool arrangements from the presidency, and the feeds from the host broadcaster RTE.

There is as we all know nothing new about hanging about arguing for pool cards, indeed I'm beginning to think no summit would be complete without it, but a clear request for two sets of cards was sent in good time by planning and assurances were given me by the Irish Brussels spokesman before leaving Brussels that all was in order. Vital hours were wasted on the spot with the same old hassle - with only three Brussels - based people in Dublin, I'd have been far better employed briefing River run, our suppliers, for a longer period on the eve of the event. Pool point timings and rendez-vous weren't available until the last minute via an unreliable messaging service (see below) which complicated the preparation and briefing of our two Irish video crews.

../..

As for the feed, the notice board function and four alternative video sources were all fed to the same production cabin monitor - a novel move and one requiring a degree of vigilance far beyond the norm for a Council. Constantly having to switch between them resulted in missing the very start of three important feed recordings (arrivals, round table and Dr Haensch's press conference). RTE appeared to make no distinction in what they supplied between events of traditional common interest, their own productions, and the line-ups and technical tests they were carrying out - all were provided abundantly and impartially.

Briefing our local contractors -after several Brussels-Dublin telephone contacts - effectively began on the spot as soon as we made contact, and production managers, crews and editors alike were explained the usual summit drills. But the three cabins were rigged with the feed function in Edit 2 and not in the production/planning office, resulting in disruption to the ongoing edit when feeding to EbS line. A piece was sent smoothly on Friday, and so the problem didn't seem critical, until the following day when operational pressure was too acute to allow the time necessary for recabling the ensemble. Saturday saw problems, too, with the satellite van that weren't revealed during the dispatch of Friday's piece. Problems with the sound channels, and problems with the give/take of the transponder to enable adequate identification for users of the material to follow, created a rush to the telephones that distracted all concerned from their other tasks.

Were it not for the GSM given to TOD on departure by MJ, TOD would have been out of contact on his trips away from the cabins, as the mobile phone advised as TOD's and provided in Dublin completely failed to work. There was no modem, either for the portable word processor used for shot-lists, and a fax machine was hastily hired from the organisers.

Evidently, all this put more pressure on the time available to do the job. The cabin free of feed capacity was not free at crucial times because it was allocated to general assistance - so editing in the EbS/Best of cabin was squeezed by feed coordination, and the first EbS was far from ideal.

CONCLUSIONS

More advance coordination with the hired helps. They have to come knowing more in advance, and time is precious during the event itself.

A clearly agreed facility system needs to be set up for each and every summit for the sake of clarity. If we're not going to have experienced crews, then the continuity can be helped by a logical installation which is repeated every time. Dublin this weekend showed that we need two edit rooms, a production co-ordination office, AND a cabin for recording and sending the feed, making copies and with a monitor showing the return of EbS where EbS communications can be carried out. Then other production work, booking, planning, and other phone calls can be carried out, and the editing proceeding uninterrupted.

I strongly urge that EbS should have a full-time technical representative on-site. MJ agrees and says he should fulfil this rôle - I suggest he goes a day before everyone else, because the host broadcaster needs to be quite clear in advance about sound and other arrangements for final and EP press conferences.

It's also quite clear that a clear typed sheet of on-site 'phone numbers must be available to colleagues working in Brussels that gives not only numbers but the function of the cabins that the phones are in (Planning, Feed, Edit 1, Edit 2 etc). Together with the numbers of mobiles and their attribuees, such a list would make telephone traffic much more efficient and coherent.

Finally, the feed cabin should include a small caption generator for up-to-the-minute panels to precede as well as helping the 'Best Of. And a fax machine would help, as well, to send script and shotlist information if all else fails. All this should be part of a regular formula requested for future Councils, starting with Dublin in December.



Tony O'Donnell
Head of News and Studio Resources.

CC : M. N.J. Thoegersen

Mme N. Cauchie
M. L. Irurzun Gascue
M. D. Bangert
M. J. Andreu
M. J. Viejo
Mme M. Margossian
M. M. Jones
Planning (CVS, SF, NV)
Producteurs News (JS, MdB, PD)

SATURDAY, 5 OCTOBER 1996

Coverage of the Special European Council, Dublin Castle, Dublin

NB : any of the following events may be subject to changes - we will keep you informed on screen.

Tentative : EbS Special +/- 1 hour after the end of the final press conference, including :

- summary of final press conference
- pictures of working dinners

+/- 12h30 **LIVE FROM DUBLIN :**

- Arrivals of members of the European Council at Dublin Castle

14h00 **LIVE FROM DUBLIN :**

- The Taoiseach (Prime Minister of Ireland) greets the members of the European Council in the Throne Room

14h30 **LIVE FROM DUBLIN :**

- Family photograph in St Patrick's Hall

16h00 **EbS 2 :**

- Summary of arrivals of members of the European Council at Dublin Castle
- Summary of the Taoiseach (Prime Minister of Ireland) greeting the members of the European Council in the Throne Room
- Family photograph in St Patrick's Hall
- Working lunch for Heads of State or Government held in the Drawing Room

17h00 **LIVE FROM DUBLIN :**

- Meeting between the members of the European Council and the President of the European Parliament in the main conference centre (An Caislean) - Round Table

17h20 **LIVE FROM DUBLIN :**

- European Council session begins (session should end at +/- 19h45)

18h00 **LIVE FROM DUBLIN :**

- Press conference by Mr Klaus HÄNSCH, President of the European Parliament

19h00 **EbS 3 :**

- Summary of meeting between the members of the European Council and the President of the European Parliament in the main conference centre (An Caislean) - Round Table
- Summary of beginning of the European Council session - Round Table
- Summary of press conference by Mr Klaus HÄNSCH, President of the European Parliament

As from

20h00

LIVE FROM DUBLIN :

- Presidency press conference



COMMISSION EUROPÉENNE

DIRECTION GÉNÉRALE X
Information, Communication, Culture, Audiovisuel
Moyens de Communication
Production Audiovisuelle

Bruxelles, le 13 septembre 1996

X/B.2/Mym/cv

URGENT

Monsieur,

**Objet: Appel d'offres 93/002-90 - Conseil européen informel de Dublin
Tournage à Dublin (Irlande), du 4 au 6 octobre 1996.**


Dans le cadre du contrat-cadre 93/002, la Commission envisage le tournage du Conseil européen informel de Dublin, qui aura lieu le 5 octobre 1996.

Je vous prie de trouver en annexe l'appel d'offre qui s'y rapporte.

La réponse doit nous parvenir **impérativement par fax le mardi 17 septembre 1996 entre 14h30 et 15h30** (heure Bruxelles) **au fax 02/299 92 96** (seul numéro valable pour cet appel d'offre).

Tout renseignement complémentaire peut être obtenu au Bureau de Production (Myriam Margossian, tél. 296 90 20).

Dans l'attente de vos nouvelles, je vous prie d'agréer, Monsieur, l'expression de mes salutations distinguées.


Nicole CAUCHIE
Chef d'Unité

- N.B. : 1. En ce qui concerne le coût des voyages par avion, votre offre doit tenir compte du prix normal du billet, nonobstant des réductions qui pourraient être obtenues lors de la réservation effective.
2. N'oubliez pas les 15% d'imprévus ni la régie de production



COMMISSION EUROPÉENNE

DIRECTION GÉNÉRALE X

Information, Communication, Culture, Audiovisuel

Moyens de Communication

Production Audiovisuelle

APPEL D'OFFRES AUX SOCIÉTÉS FAISANT PARTIE DU CONTRAT-CADRE n°93/002-90

Objet: Conseil européen informel de Dublin
Tournage à Dublin (Irlande), du 4 au 6 octobre 1996

1. **Type de production:** Actualités
2. **Public cible:** Journalistes
3. **Format:** Betacam SP
4. **Style:** News
5. **Budget:** Le budget devra inclure la régie de production pour un montant de **1.000 écus** ainsi que les frais de déplacement du producteur, Patrick Delfosse, ses frais d'hôtel, son indemnité journalière de 50 écus et une assurance maladie/accident/frais de rapatriement le couvrant pendant la période du tournage.
Le budget devra également inclure les honoraires du producteur, P. Delfosse, chargé de l'organisation de l'opération, soit 6 jours à 361 écus par jour = 2.166 écus.
6. **Calendrier:** Le tournage est prévu les 5 et 6 octobre 1996. Les cassettes seront emportées par le producteur de la Commission à la fin du tournage.
7. **Informations techniques:** Prévoir 5 cassettes Beta SP de 90', 20 cassettes Beta SP de 30' et 40 cassettes Beta SP de 20'.
Voir documents en annexe:
 1. Programme de tournage
 2. Recommandations pour la production des dossiers vidéo.
8. **Conditions de participation:** Ce tournage doit être exécuté en vertu du contrat-cadre de la Commission pour la production.
9. **Critères de sélection pour la meilleure offre:**
L'équipe devra pouvoir s'exprimer en anglais.

Les sociétés dont l'offre n'aura pas été retenue en seront informées et pourront être invitées à participer dans l'avenir à d'autres appels à la concurrence.

La société dont l'offre aura été choisie recevra un bon de commande.

PLAN PREVISIONNEL DE TOURNAGE

Vendredi 4/10

Le producteur, Patrick Delfosse, quitte Bruxelles pour Dublin par le vol suivant :

D. Bruxelles 10h20 A. Dublin 11h00 vol Aer Lingus 631

Le billet d'avion doit être réservé et payé par le contractant. Le billet sera à disposition du producteur à l'aéroport de Zaventem, desk Aer Lingus, à partir de 7h00.

Le producteur est rejoint à 11h15 au point de rencontre de l'aéroport par **deux équipes de tournage Beta SP**. Dès cet instant, chaque équipe dispose d'un véhicule de type break.

Après-midi : Tournage dans la ville de Dublin.

A partir de 14h, installation de **deux bancs de montage Beta SP complets** (2 Beta SP et 2 moniteurs) au Dublin Castle et mise à disposition de 2 monteurs. Le contractant fournit également un **recorder Beta SP** et met à disposition **3 téléphones portables** (les frais afférents aux communications devront être pris en compte dans le budget).

Nuitée à Dublin.

L'hôtel du producteur sera payé par le contractant (réservation faite par le Bureau de Production, Myriam Margossian, tél. 296.90.20)

Samedi 5/10

Les deux équipes vidéos et les 2 monteurs sont opérationnels à partir de 8h00.

Fin du tournage et des montages vers minuit.

Dimanche 6/10

Le producteur rentre à Bruxelles par le vol suivant :

D. Dublin 17h30 A. Bruxelles 20h30 vol City Jet 204

SECTEUR PRODUCTION AUDIOVISUELLE

Recommandations pour la production des dossiers vidéo

Le tournage des dossiers vidéo (banques d'images avec son d'ambiance et éventuellement interviews) est un aspect essentiel de la diffusion de l'information au sujet des politiques de la Commission et de ses activités.

Les images tournées doivent être irréprochables, puisqu'elles forment la base des productions audiovisuelles de la Commission:

- dossiers (de 30 à 60 minutes);
- documentaires (vidéos pour public ciblé);
- archives de la Commission.

Garder donc toujours à l'esprit que les cameramen doivent travailler comme des cameramen de documentaires et non comme des cameramen d'actualités. Ce qui n'empêche pas les cameramen d'être capables de travailler rapidement afin de limiter les coûts de production.

TOURNAGE DES DOSSIERS

Recommandations de base

Le contrat sous-entend que votre société fournisse une équipe de 2 personnes.

1. Un cameraman de documentaires et sa camera Betacam;
2. Un preneur de son ayant à sa disposition 2 micros radio;
3. Un équipement d'enregistrement de son supplémentaire avec micro équipé d'une bonnette indépendante de la camera;
4. Un moniteur vidéo portable;
5. Cassettes Beta SP et normales;
6. 3 lampes de 800 w avec pieds et gélamines.

Autres opérations sous votre responsabilité

1. Location éventuelle d'une voiture et son paiement. Prévoir toujours un modèle break; taille minimale Ford Mondeo; de préférence Volvo 740 (véhicule équipé d'un cache-bagages);
2. Réservation et règlement des chambres d'hôtel (établissements choisis par la Commission ou soumis à l'approbation du producteur) y compris pour le producteur de la Commission; sauf indication contraire;

3. Réservation et règlement de vos moyens de transport (avion, ferry boat, hélicoptère...) y compris pour le producteur de la Commission;
4. Mise à disposition d'une régie de tournage, d'un montant moyen de 730 écus, pour essence, péages, et toutes dépenses additionnelles (pourboires, repas offerts à nos hôtes...); Le producteur a la responsabilité de ces dépenses (**15% du budget devrait suffire à couvrir tout imprévu/retard**);
5. Journées de 10h minimum;
6. Etablissement par le cameraman des listes de plans (pas trop détaillées, par séquence) et des rapports techniques fournis par le producteur; remise des cassettes au producteur à la fin du tournage si le montage n'est pas prévu par vos soins;
7. Graphiques: si des graphiques sont nécessaires, ils doivent être réalisés de façon claire et simple. La plupart des télévisions européennes disposent en effet de leur griffe "maison", et retravaillent donc souvent les graphiques qu'elles reçoivent, ou, à tout le moins, s'en servent comme base de travail;
8. Dans la mesure où les dossiers concernent des projets d'aide communautaire, il faut pouvoir les situer géographiquement. Prévoir donc toujours suffisamment de temps pour le tournage d'images générales des lieux (ville, village, environnement...);
9. Les autorisations de tournages éventuellement exigées par les autorités sont négociées par le producteur;

UTILISATION DES DOSSIERS

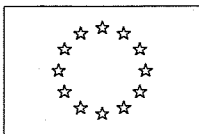
Les dossiers ont 2 buts distincts d'utilisation:

- A. Pour les correspondants TV en poste à Bruxelles, qui doivent monter rapidement et réaliser des reportages d'actualités;
- B. Pour des couvertures plus générales comme des magazines/documentaires .

Ceci signifie que tous les sujets doivent être tournés à la fois sur le mode actualité et sur le mode documentaire. D'où nécessité de "doubler" les plans:

- pour les actualités: une majorité de plans fixes (10-15 secondes) sans oublier les inévitables plans de coupe;
- pour les documentaires: panos, zooms, gros plans, contre-champs, ...

Dans tous les cas, c'est au producteur qu'il revient de diriger l'équipe.



EUROPEAN COMMISSION

DIRECTORATE GENERAL X

Information, Communication, Culture, Audiovisual

Communication Media

Audiovisual production

Brussels, 13th September 1996

X/B2 D(96) cv

VERY URGENT

Dear Sir/Madam,

**Subject: Call for Tender 93/002-90 - Informal European Council in Dublin
Filming in Dublin (Ireland), from 4th to the 6th October 1996**

In the context of the framework contract 93/002, the Commission is planning to record the Informal European Council in Dublin, which will take place on 5th October 1996.


Please find attached the invitation to tender for this production.

The response delay is **imperatively for Tuesday 17th September 1996, between 14H30 and 15H30 (Brussels time) by fax N° 02/ 299.92.96 (this is the only valid fax number for this invitation to tender).**

If you require any further information, please contact the Production Office (Myriam Margossian, Tel: 296 90 20).

I await your response to the above and in the mean time remain,

Yours sincerely,


Nicole CAUCHE
Head of Unit

- N.B.: 1. Concerning the cost of air travel, your offer must take into account the normal ticket price, notwithstanding possible reductions which could be obtained when making reservations.**
- 2. Do not forget to include 15% for unforeseen expenses.**



EUROPEAN COMMISSION

DIRECTORATE-GENERAL

Information, Communication, Culture, Audiovisual

Communication Media

Audiovisual production

INVITATION TO TENDER FOR COMPANIES UNDER THE FRAMEWORK CONTRACT N° 93/002-90

Subject : **Informal European Council in Dublin**
Filming in Dublin (Ireland), from 4th to the 6th October 1996

1. **Type of production :** Dossier
2. **Target audience :** Journalists
3. **Format :** Betacam SP
4. **Style :** News
5. **Budget:** The budget must include a production float of **1.000 Ecus**, travel costs for the Producer, Patrick Delfosse, his hotel costs and his daily allowance of 50 Ecus as well as an insurance to cover sickness/accident/repatriation costs must be provided for the period of filming.
The budget should also include the salary of the Producer, P. Delfosse, responsible for the organisation of the filming, 6 days at 361 Ecus per day = 2.166 Ecus.
6. **Timetable:** Filming will take place on from 4th and 5th October 1996. The cassettes will be taken by the Commissions producer at the end of filming.
7. **Technical Information :** Foresee 5 Beta SP 90, 20 Beta SP 30 and 40 Beta SP 20.
See attached document:
 - 1) Filming schedule
 - 2) Requirements for production of video dossier
8. **Conditions of submission:** This filming must be produced under the framework contract of the Commission.
9. **Selection criteria:** The team must be able to work in English.

Companies whose offer has not been retained will be informed and may be invited to participate in a subsequent competition at a later stage.

The production company whose offer has been selected will be receive an order form us.

PROVISIONAL FILMING SCHEDULE

Friday 4/10

The Producer, Patrick Delfosse, leaves Brussels for Dublin by the following flight :

Dep: Brussels 10h20
flight Aer Lingus 631

Arr. Dublin 11h00

The tickets must be reserved and paid for by the Contractor. The tickets should be available to the Producer at the Aer Lingus desk in Zaventem from 7 am.

The Producer is joined at 11h15 at the meeting point of the airport by **two film crews Beta SP**. In this case, each crew will have at their disposal an Espace type vehicle.

Afternoon : Filming in the city of Dublin.

From 14h00, installation of the **two edit suites Beta SP** (2 Beta SP and 2 monitors) at Dublin Castle and availability of 2 editors. The contractor provides also a **Beta SP recorder and 3 portable telephones** (communication costs are taken into account in the budget).

Night in Dublin.

The Producer's hotel must be paid for by the Contractor (reservation faite par le Bureau de Production, Myriam Margossian, tel. 296.90.20).

Saturday 5/10

The two video crews and the two editors are operational from 8h00. End of filming and editing around midnight.

Sunday 6/10

The producer returns to Brussels with the following flight :

D. Dublin 17h30

A. Bruxelles 20h30

flight City Jet 204

AUDIOVISUAL PRODUCTION SECTOR

Requirements for the production of DG X/B-2 - Video Dossiers

The filming of video dossiers (bank of images with natural sound and occasionally "sound bites") is crucial to the dissemination of information about the Commissions policies and activity.

The pictures must be impeccable as they form the basis for the commissions audio-visual productions : dossiers (from 30 to 60 minutes), documentaries (videos for special groups) and the Commission archives.

Bearing this in mind it is clear that documentary cameramen are what is required and not news crews. Nonetheless the documentary cameraman must be able to work quickly to keep production costs down.

USE OF DOSSIERS

Requirements:

The contract would expect that your company would supply a two man crew.

- 1) The documentary cameraman with Beta cam camera;
- 2) A soundman with two radio mics always available;
- 3) Plus sound recording equipment + microphone with wind soc to be independent of the camera/cameraman;
- 4) Portable video monitor;
- 5) Twenty 20 minute Beta SP cassettes as normal;
- 6) 3 x 800 watt lamps and stands plus gelatines.

For other arrangements:

- 1) The organisation of payment for car hire. Always an estate/break model; minimum size Ford Mondeo; preferred size Volvo 740 (the car should have a boot cover to conceal equipment);
- 2) Booking and payment for your crew, as well as the Commission's producer of hotel accommodation (as selected by EC Commission or approved by the producer); unless otherwise indicated
- 3) Booking and payment for scheduled flights, ferry boats, helicopters, etc for your crew; as well as the Commission's producer
- 4) Supply a production float (regie) of usually 730 ECU (if no other amount that has been specified) for petrol, motorway tolls or any additional expenses of EC producer, eg tips to staff or meals for various people - producer would sign for such expenses (**15 % on top of budget would cover any eventualities/delays**);
- 5) Minimum 10 hour day;

- 6) Cameraman fills in shotlists (not too detailed), technical reports - both provided by EC producer and deposits tape with EC producer at the end of shoot if editing is not required to take place with your company
- 7) Graphics; in the event that graphics are required, they must be kept clear and simple. Most European television stations have their own 'house style' and they often rework the graphics they receive or use them as a departure point;
- 8) While the dossiers are concerned with EC aid projects and issues; these facilities must be contextualised in terms of the countries or towns in which they are taking place. Time therefore must be allowed for general 'placing' shots;
- 9) Should any permission be required to film from the police or relevant authorities, it will be obtained by the EC producer.

USE OF DOSSIERS

The dossiers are used for two quite distinct purposes :

- A. For the correspondents based in Brussels who must edit quickly and produce news reports;
- B. For more extensive coverage such as current affairs programmes/documentaries.

This means that any subject must be shot in news mode as well as documentary style. The different grammar required can best be summarised as follows; for news, pictures must be kept simple with fixed, still shots (10-15 seconds) and motion through lens; and for documentaries, pans, pullouts, medium close ups, reverse angle shots, zoom etc, as required. At all times when filming the video dossiers it is the EC producer who directs the camera crew.



EUROPEAN COMMISSION
DIRECTORATE-GENERAL X
Information, Communication, Culture, Audiovisual
Communication media
Audiovisual production

Brussels, 17th September 1996
X.B.2/MyM/cv

WINDMILL LANE PICTURES LTD
Mr John INGRAM
4, Windmill Lane
IRL - Dublin 2

Dear Mr Ingram,

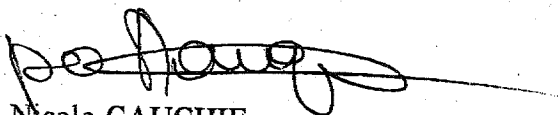
Subject : Call for tender 93/002-90 - Informal European Council in Dublin
Filming in Dublin (Ireland), from 4th to 6th October 1996

I am pleased to inform you that your offer for filming the Informal European Council in Dublin has been retained.

The filming will take place from 4th to the 6th October 1996.

Mrs Margossian will telephone you concerning the practical details of this filming.
You will receive the order form in the near future.

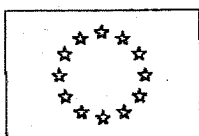
Yours sincerely,


Nicole CAUCHIE
Head of Unit

*** RAPPORT TX ***

EMISSION OK

TX/RX N° 0537
TEL. CORRESPONDANT 00035316713515
SOUS-ADRESSE
ID CORRESPONDANT W L P
RG. HEURE 17/09 15:56
USAGE T 00'34
PGS. 1
RESULTAT OK



EUROPEAN COMMISSION

DIRECTORATE-GENERAL X
Information, Communication, Culture, Audiovisual
Communication media
Audiovisual production

Brussels, 17th September 1996
X.B.2/MyM/cv

WINDMILL LANE PICTURES LTD
Mr John INGRAM
4, Windmill Lane
IRL - Dublin 2

Dear Mr Ingram,

Subject : Call for tender 93/002-90 - Informal European Council in Dublin
Filming in Dublin (Ireland), from 4th to 6th October 1996

I am pleased to inform you that your offer for filming the Informal European Council in Dublin has been retained.

The filming will take place from 4th to the 6th October 1996.

Mrs Margossian will telephone you concerning the practical details of this filming.
You will receive the order form in the near future.

Yours sincerely,

Nicole CAUCHIE



EUROPEAN COMMISSION

DIRECTORATE-GENERAL X

Information, Communication, Culture, Audiovisual

Communication media

Audiovisual production

Brussels, 26th September 1996

X.B.2/MyM/cv

Ms Susan Holmes

RIVER RUN

31, Percy Place

Dublin 4

IRELAND

Dear Ms Holmes,

Subject : Contract 96/002-1

Informal European Council in Dublin - Filming in Dublin (Ireland), from 4th to the 6th October 1996

I am pleased to inform you that your offer for filming the Informal European Council in Dublin has been accepted.

The filming will take place from 4th to the 6th of October 1996.

Mrs Margossian will telephone you concerning the practical details of this filming. You will receive the order form in the near future.

Yours sincerely,

Nicole CAUCHIE
Head of Unit

*** RAPPORT TX ***

EMISSION OK

TX/RX N°	0623
TEL. CORRESPONDANT	00035316604510
SOUS-ADRESSE	
ID CORRESPONDANT	
RG. HEURE	26/09 11:21
USAGE T	00'40
PGS.	1
RESULTAT	OK



EUROPEAN COMMISSION

DIRECTORATE-GENERAL X

Information, Communication, Culture, Audiovisual

Communication media

Audiovisual production

Brussels, 26th September 1996

X.B.2/MyM/cv

Ms Susan Holmes

RIVER RUN

31, Percy Place

Dublin 4

IRELAND

Dear Ms Holmes,

Subject : Contract 96/002-1

Informal European Council in Dublin - Filming in Dublin (Ireland), from 4th to the 6th October 1996

I am pleased to inform you that your offer for filming the Informal European Council in Dublin has been accepted.

The filming will take place from 4th to the 6th of October 1996.

Mrs Margossian will telephone you concerning the practical details of this filming. You will receive the order form in the near future.

Yours sincerely,

NICOLE CAUCHE



EUROPEAN COMMISSION
DIRECTORATE GENERAL X
Information, Communication, Culture, Audiovisual
Communication Media
Audiovisual production

Brussels, 18th September 1996

X/B2 D(96) cv

Ms Susan Holmes
RIVER RUN TV
Fax : (353)1.660.45.10

Dear Sirs,

Subject: **Informal European Council in Dublin**
Filming in Dublin (Ireland), from 4th to the 6th October 1996

The Commission is planning to film the Informal European Council in Dublin, which will take place on 5th October 1996.

Please send me your best offer for our needs specified in annex.

If you require any further information, please contact the Production Office (Myriam Margossian, Tel: 296 90 20).

I await your response to the above and in the mean time remain,

Yours sincerely,


Nicole CAUCHIE
Head of Unit



EUROPEAN COMMISSION

DIRECTORATE-GENERAL

Information, Communication, Culture, Audiovisual

Communication Media

Audiovisual production

Subject : **Informal European Council in Dublin**
Filming in Dublin (Ireland), from 4th to the 6th October 1996

1. **Type of production :** Dossier
2. **Target audience :** Journalists
3. **Format :** Betacam SP
4. **Style :** News
5. **Budget:** The budget must include a production float of **1.000 Ecus**, travel costs for the Producer, Patrick Delfosse, his hotel costs and his daily allowance of 50 Ecus as well as an insurance to cover sickness/accident/repatriation costs must be provided for the period of filming.
The budget should also include the salary of the Producer, P. Delfosse, responsible for the organisation of the filming, 6 days at 361 Ecus per day = 2.166 Ecus.
6. **Timetable:** Filming will take place on from 4th and 5th October 1996. The cassettes will be taken by the Commissions producer at the end of filming.
7. **Technical Information :** Foresee 5 Beta SP 90, 20 Beta SP 30 and 40 Beta SP 20.
See attached document:
1) Filming schedule
2) Requirements for production of video dossier
8. **Conditions of submission:** This filming must be produced under the framework contract of the Commission.
9. **Selection criteria:** The team must be able to work in English.

Please let us know the identity of your personnel involved in this operation, in order to obtain the accreditations.

PROVISIONAL FILMING SCHEDULE

Friday 4/10

The Producer, Patrick Delfosse, leaves Brussels for Dublin by the following flight :

Dep: Brussels 10h20
flight Aer Lingus 631

Arr. Dublin 11h00

The tickets must be reserved and paid for by the Contractor. The tickets should be available to the Producer at the Aer Lingus desk in Zaventem from 7 am.

The Producer is joined at 11h15 at the meeting point of the airport by **two film crews Beta SP**. In this case, each crew will have at their disposal an Espace type vehicle.

Afternoon : Filming in the city of Dublin.

From 14h00, installation of the **two edit suites Beta SP** (2 Beta SP and 2 monitors) at Dublin Castle and availability of 2 editors. The contractor provides also a **Beta SP recorder and 3 portable telephones** (communication costs are taken into account in the budget).

Night in Dublin.

The Producer's hotel must be reserved and paid for by the Contractor.

Saturday 5/10

The two video crews and the two editors are operational from 8h00. End of filming and editing around midnight.

Sunday 6/10

The producer returns to Brussels with the following flight :

D. Dublin 17h30

A. Bruxelles 20h30

flight City Jet 204

Please be so kind to book also two single bedrooms for nights of 4th and 5th October for :

- T. O'Donnell

- S. Fleming

These two bedrooms are not to be included in your budget.

The Commission needs also : dates 04/10/96 morning to 05/10/96 late evening :

- An uplink vehicle WITH 4 audio SP PLAYOUT on site in DUBLIN (Ireland) for the Council meeting in Dublin castle. The vehicle must be able to uplink to our space segment on Eut II F2 txp 21 with PAL video and 6.60 audio and panda 7.02,7.20,7.38,7.56 frequencies.
- This vehicle must be cabled to one of the Commission's edit suites (Video + 4audio) and also to the POOL feed of video and 4 audio (Original, English, French, German). The cables and the liason with the pool provider will be your responsibility.
- The vehicle is for the exclusive use of the European Commission.

AUDIOVISUAL PRODUCTION SECTOR

Requirements for the production of DG X/B-2 - Video Dossiers

The filming of video dossiers (bank of images with natural sound and occasionally "sound bites") is crucial to the dissemination of information about the Commissions policies and activity.

The pictures must be impeccable as they form the basis for the commissions audio-visual productions : dossiers (from 30 to 60 minutes), documentaries (videos for special groups) and the Commission archives.

Bearing this in mind it is clear that documentary cameramen are what is required and not news crews. Nonetheless the documentary cameraman must be able to work quickly to keep production costs down.

USE OF DOSSIERS

Requirements:

The contract would expect that your company would supply a two man crew.

- 1) The documentary cameraman with Beta cam camera;
- 2) A soundman with two radio mics always available;
- 3) Plus sound recording equipment + microphone with wind soc to be independent of the camera/cameraman;
- 4) Portable video monitor;
- 5) Twenty 20 minute Beta SP cassettes as normal;
- 6) 3 x 800 watt lamps and stands plus gelatines.

For other arrangements:

- 1) The organisation of payment for car hire. Always an estate/break model; minimum size Ford Mondeo; preferred size Volvo 740 (the car should have a boot cover to conceal equipment);
- 2) Booking and payment for your crew, as well as the Commission's producer of hotel accommodation (as selected by EC Commission or approved by the producer); unless otherwise indicated
- 3) Booking and payment for scheduled flights, ferry boats, helicopters, etc for your crew; as well as the Commission's producer
- 4) Supply a production float (regie) of usually 730 ECU (if no other amount that has been specified) for petrol, motorway tolls or any additional expenses of EC producer, eg tips to staff or meals for various people - producer would sign for such expenses **(15 % on top of budget would cover any eventualities/delays)**;
- 5) Minimum 10 hour day;

- 6) Cameraman fills in shotlists (not too detailed), technical reports - both provided by EC producer and deposits tape with EC producer at the end of shoot if editing is not required to take place with your company
- 7) Graphics; in the event that graphics are required, they must be kept clear and simple. Most European television stations have their own 'house style' and they often rework the graphics they receive or use them as a departure point;
- 8) While the dossiers are concerned with EC aid projects and issues; these facilities must be contextualised in terms of the countries or towns in which they are taking place. Time therefore must be allowed for general 'placing' shots;
- 9) Should any permission be required to film from the police or relevant authorities, it will be obtained by the EC producer.

USE OF DOSSIERS

The dossiers are used for two quite distinct purposes :

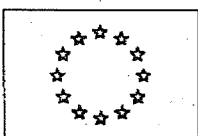
- A. For the correspondents based in Brussels who must edit quickly and produce news reports;
- B. For more extensive coverage such as current affairs programmes/documentaries.

This means that any subject must be shot in news mode as well as documentary style. The different grammar required can best be summarised as follows; for news, pictures must be kept simple with fixed, still shots (10-15 seconds) and motion through lens; and for documentaries, pans, pullouts, medium close ups, reverse angle shots, zoom etc, as required. At all times when filming the video dossiers it is the EC producer who directs the camera crew.

*** RAPPORT TX ***

EMISSION OK

TX/RX N° 0549
TEL. CORRESPONDANT 00035316604510
SOUS-ADRESSE
ID CORRESPONDANT
RG. HEURE 18/09 16:55
USAGE T 01'38
PGS. 3
RESULTAT OK



EUROPEAN COMMISSION

DIRECTORATE GENERAL X

Information, Communication, Culture, Audiovisual

Communication Media

Audiovisual production

Brussels, 18th September 1996

X/B2 D(96) cv

Ms Susan Holmes
RIVER RUN TV
Fax : (353)1.660.45.10

Dear Sirs,

Subject: Informal European Council in Dublin
Filming in Dublin (Ireland), from 4th to the 6th October 1996


The Commission is planning to film the Informal European Council in Dublin, which will take place on 5th October 1996.

Please send me your best offer for our needs specified in annex.

If you require any further information, please contact the Production Office (Myriam Margossian, Tel: 296 90 20).

I await your response to the above and in the mean time remain,

Yours sincerely,


Nicole CAUCHIE
Head of Unit

FORMULAIRE D'AUTORISATION

DG X - UNITE 212 - PRODUCTION AUDIOVISUELLE

AUTORISATION

- d'engagement

- de paiement

X

N° ENGAGEMENT

212013

FONCTIONNAIRE RESPONSABLE:

Myriam MARGOSSIAN

N° ACTION PECUNIA:

42

BENEFICIAIRE:

RIVER RUN -31 Percy Place - Dublin 4 - Ireland

N° FICHIER TIERS:

(ou joindre fiche signalétique)

S10-

☒

existant

☒

à créer

LIBELLE COMPTABLE:

River Run

LIGNE D'IMPUTATION:

B96,B3,300041

MONTANT (en devises):

27.263 écus

A compléter uniquement en cas d'ENGAGEMENT

a) OBJECTIF:

b) RESULTAT ATTENDU:

c) DELAIS DE L'ACTION:

PIECES JUSTIFICATIVES JOINTES:

Bons de commande 960862 et 960863 du 26.09.96

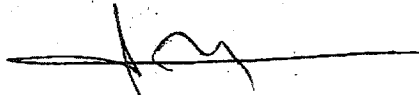
Factures du 22.10.96 n° 961030 et 961029

AUTORISATION DU CHEF D'UNITE:

Nom:

Nicole Cauchie

Signature:



Date:

30/10/96

AUTORISATION DU DIRECTEUR > 20.000 ECUS:

Nom:

Signature:

Date:

ZONE RESERVEE A L'UNITE X/2

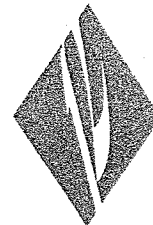
Date de réception X-2:

N° engagement/paiement:

Fonctionnaire X-2 responsable:

Stella Georgiou

DG X ICC-T120-6/58 Ext. 99021



RIVER RUN
TELEVISION

INVOICE

TO: Commission Europeenne
A l'attention de Madame Myriam Margossian
DG X
T120-1/69
200 rue de la Loi
1049 Bruxelles

DATE: October 22, 1996

SUBJECT: Informal European Council in Dublin

FOR: Costs as attached 24,939

TOTAL 24,939 ecu

Commande No.	960862
Ref. Dossier	PRO/DAC
No. Dossier	210.016.003
No. Engagement	212013

VAT No: 6561679C
Invoice No: 961029

conforme aux faits,

[Signature]

29/10/96

M. MARGOSSIAN

31 PERCY PLACE
DUBLIN 4, IRELAND
TELEPHONE 660 4133
FAX 660 4510
E-MAIL riverrun@indigo.ie

Directors: Paul Blanchfield, Patrick Cox
Registered in Ireland, No 161679



COMMISSION EUROPEENNE
DIRECTION GÉNÉRALE X

Information, Communication, Culture, Audiovisuel
Production audiovisuelle
Planning production

Références à rappeler :	
Commande N°	960863
Ref. Dossier	PRO/DAC
N° Dossier	210.016.003
N° Engagement	212013
N° Fournisseur/Client	

RIVER RUN
Ms Susan HOLMES
31 Percy Place
Dublin 4
IRELAND

Bruxelles, le 26 septembre 1996

BON DE COMMANDE

Sujet : Informal European Council in Dublin - Filming in Dublin (Ireland), from 4th to the 6th October 1996

Réf.	Libellé	Unité	Prix unitaire	Montant
	Filming from 4th to the 6th of October 1996 in Dublin, following your offer of 25th September 1996			29,574.55 écus
TOTAL				29,574.55 écus

Délai de livraison ou d'exécution :

Les paiements seront effectués dans un délai de 60 jours à compter de la réception de la demande de paiement, le paiement étant réputé effectué le jour du débit du compte de la Commission. La Commission peut toutefois, après avoir avisé le contractant, différer le paiement si les prestations couvertes par la demande de paiement font l'objet d'une contestation de la part de la Commission ou si les justificatifs fournis à l'appui de la demande de paiement sont incomplets. Tout paiement ainsi différé n'est pas susceptible de donner lieu au versement d'intérêts ou d'indemnités à la charge de la Commission.

La présente commande est régie par les dispositions de notre Cahier des conditions générales applicables aux marchés. Réf. XIX/204/79
Exonération de la TVA, Art 42 alinéa 3, 3° du code circul. n°67/1970-13/1977-2/1978 au-dessus de BFR 5.000,00

Visa : Myriam Margossian

Signature : Nicole Cauchie

Facture à renvoyer à :

COMMISSION EUROPÉENNE
A l'attention de Madame Myriam Margossian
DG X
T120-1/69
200 rue de la Loi
1049 BRUXELLES