NEC Conference Report 2008

APPENDIX E:
FILMING AND EDITING RESOURCES

Proposals for the extended use of the BECTU head office training room

Background

Following a discussion at 2007 annual conference and a subsequent meeting at head office hosted by Gerry Morrissey, GS, this report was commissioned on the potential use of the rear-basement room of annex 373 Clapham Road, known as the training room.

The resource is a valuable one containing seven G5 Macs loaded with Final Cut Pro (FCP) and audio-visual equipment including a whiteboard and a projector. The request from WPD and Post Production & facilities branches was for a discussion and report on the potential of using the facilities more extensively than at present – mainly the running of formal FCP courses 6-8 times per year.

The proposal below is based on reports by Brian Kelly and Yvonne Smith.

Proposal

In principle we ought to allow BECTU members as much access to union resources as we can, but in reality there are practical difficulties in making this happen. It would be sensible to arrange limited access of a 'drop-in' kind on a 'pilot' basis over a period of 6 months.

I would suggest the following arrangement:
- Space and facilities are identified for member use on a 'drop-in' basis
- Specific days are identified as follows:
    - Months 1-3 first Tuesday of the month
    - Months 4-5 first & third Tuesdays of the month
    - Month 6 every Tuesday
- Start date will be 6th November 2007
- The drop-in facility will be available from 9.30 – 5.30
- Members will have to register with Yvonne Smith (or secretarial staff working with her) who manages the centre on a day-to-day basis

Difficulties & recommendations

Physical space & access

In the annex there are two possibilities:
- A space at the rear of the training room could accommodate 2 computers
- The History Project could be relocated and the room adapted as a drop-in facility (and overspill for courses and small meetings) and place for members to go while at head office

However, there is no disabled access to the basement and while we can offer alternative training for a member elsewhere we cannot offer alternative 'drop-in' facilities

In the main building, if we can identify space, there is disabled access.

Recommend: the History Project room or main building are used

Equipment

The majority (five of seven) of the Mac computers belong to University College of Creative Arts and it would not be right to use these outside of our agreement to use them for training purposes.

The Macs we own, like the UCCA machines, have educational licenses for the most attractive software (FCP) and this limits their use.

Members may want other IT facilities besides the access to FCP that WPD & PP branches have been concerned with

Recommend:
- **That one Mac with FCP and associated software is purchased with commercial licenses**
- **Two basic PCs are identified or bought and located with the Mac**
- **Internet connections are provided**
- **A small printer is provided**
- **If space permits a small library (as proposed by Peter Cox) is developed over time of training materials and related books and journals**
- **All equipment must be secured**
- **Check our insurance for cover**

Members

It should be noted that this facility is, in reality, one for London-based members and other visitors

Members will need to be familiar with Mac computers and FCP software

Recommendations
- **Preferably (or definitely?) they should have attended a course at head office or be able to establish their knowledge (other courses, current job etc.)**
- **They will have to sign in and out**

Administration & support

We will need to ensure that we know exactly who is using the room at any given time. We need registration and recording systems. There will be a need for some kind of technical back-up

Recommendations
- **The member will need to sign into head office at reception and also additionally into the drop-in centre.**
- **The signing-in book can be retained by Lesley Burt (or Tracey Hunt in her absence).**
- **Members can only sign in for four hours (i.e. half the day) unless there is nobody**

else wishing to use the facility.
- **They can book ahead in the knowledge that if they are not present within 30 minutes of their session it might be re-allocated**
- **The room used should be kept secure**
- **External technical support should be provided (perhaps with training partners) but with some introductory training being made available to head office staff.**

Brian Kelly
Training Officer