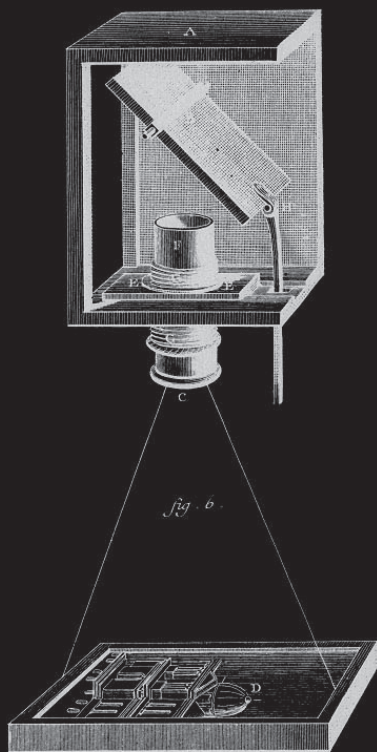


# PHOTOGRAPHER'S GUIDE



THE ENCYCLOPEDIA  
OF  
MIGRANTS



*PROJECT  
MAP*

• Brest

• Rennes

• Nantes

Gijón

• Porto

• Lisbon

Cádiz

• Gibraltar

*THE ENCYCLOPEDIA*

*OF*

MIGRANTS

PHOTOGRAPHER'S  
GUIDE

*WRITING A PRIVATE HISTORY OF MIGRATIONS  
BETWEEN THE BRITTANY FINISTÈRE AND GIBRALTAR*

*France - Spain - Portugal - Gibraltar  
2015-2017*

*DOCUMENT FINALIZED IN OCTOBER 2015*

## **CO-ORGANIZERS**

NGO L'âge de la tortue (Rennes, France)  
University Rovira i Virgili (Tarragona, Spain)  
ASI - NGO for International Solidarity (Porto, Portugal)  
Laboratory PREFics University Rennes 2 (France)  
National Museum of the History of Immigration (Paris, France)  
Ministry of Sports, Culture, Heritage & Youth, HM Government of Gibraltar  
Cities of Brest, Rennes, Nantes, Gijón, Porto, Lisbon, Cádiz and Gibraltar.

# *CO-ORGANIZERS & FUNDERS*

## **PARTNERS ON THE EUROPEAN SCALE**

NGO ABAAFE (Brest, France)  
NGO MCM (Nantes, France)  
NGO Tragacanto (Gijón, Spain)  
NGO APDHA (Cádiz, Spain)  
NGO Renovar a Mouraria (Lisbon, Portugal)  
CREA of university Rennes 2 (Resource Center and Audiovisual Studies)  
FRESH (Film the social sciences research) (Rennes and Caen, France)  
Collective of research TOPIK (Rennes, France)  
L'Institut d'Aménagement et d'Urbanisme de Rennes (Rennes, France)  
Laboratory ERIMIT of University Rennes 2  
The university of Gibraltar  
Gibraltar Garrison Library  
Conference of Atlantic Arc Cities  
French Institute of Lisbon (Portugal)  
Contemporary art center ECCO (Cádiz, Espagne)

*The project is sponsored by the European Commission (Erasmus+ program), French Institute, the City of Rennes, Rennes Métropole, the Regional Council of Brittany, the Departemental Council of Ille-et-Vilaine and the Ministry of Culture and Communication - Regional Direction of Cultural Affairs.*

# COORDINATION TEAM

**Paloma Fernández Sobrino**

ARTISTIC DIRECTOR  
*L'âge de la tortue (France)*

**Antoine Chaudet**

DIRECTOR OF GRAPHIC CREATION (PHOTOGRAPHY AND GRAPHIC DESIGN)  
AND OF COMMUNICATION  
*L'âge de la tortue (France)*

**Céline Laflute**

GENERAL COORDINATOR AND COORDINATOR FOR FRANCE  
*L'âge de la tortue (France)*

**David Dueñas**

COORDINATOR FOR SPAIN  
SCIENTIFIC COORDINATOR AND SCIENTIFIC REFERENT FOR FRANCE  
*University Rovira i Virgili (Spain)*

**Belkis Oliveira and Vasco Salazar**

COORDINATORS FOR PORTUGAL AND SCIENTIFIC REFERENTS FOR PORTUGAL  
ASI - NGO for International Solidarity (Portugal)

**Dr. Kevin Lane**

COORDINATOR FOR GIBRALTAR  
Ministry of Sports, Culture, Heritage & Youth, HM Government of Gibraltar

**Angel Belzunegui**

SCIENTIFIC COORDINATOR AND SCIENTIFIC REFERENT FOR FRANCE  
*University Rovira i Virgili (Tarragona, Spain)*

**Gudrun Ledegen et Thierry Bulot**

SCIENTIFIC REFERENT FOR FRANCE  
PREFics Laboratory, University Rennes 2 (France)

**Jennifer Ballantine**

SCIENTIFIC REFERENT FOR GIBRALTAR  
The university of Gibraltar and Gibraltar Garrison Library

**Anne Morillon**

REFERENT FOR PROJECT REVIEW AND FUTURE PLANS  
Collective of research TOPIK (Rennes, France)

**André Sauvage**

REFERENT OF LE BLOSNE DISTRICT  
*IAUR (France)*

The *Encyclopedia of migrants* is an artistic experimentation project initiated by Paloma Fernández Sobrino aimed at producing an encyclopedia containing 400 testimonies of the life stories of migrant people. It is a collaborative work based in Le Blosne district, in Rennes that includes a network of 8 cities of the Atlantic side of Europe, between the Brittany Finistère and Gibraltar.

The main purpose of this project is to acknowledge the position of migrants in our society and to participate concretely in the writing of the history and memory of migration. Ultimately, the goal is to render this invisible value, this immaterial wealth tangible, palpable, in order to make it ours and include it in our common history. The purpose of this unconventional encyclopedia is to legitimize another type of knowledge.

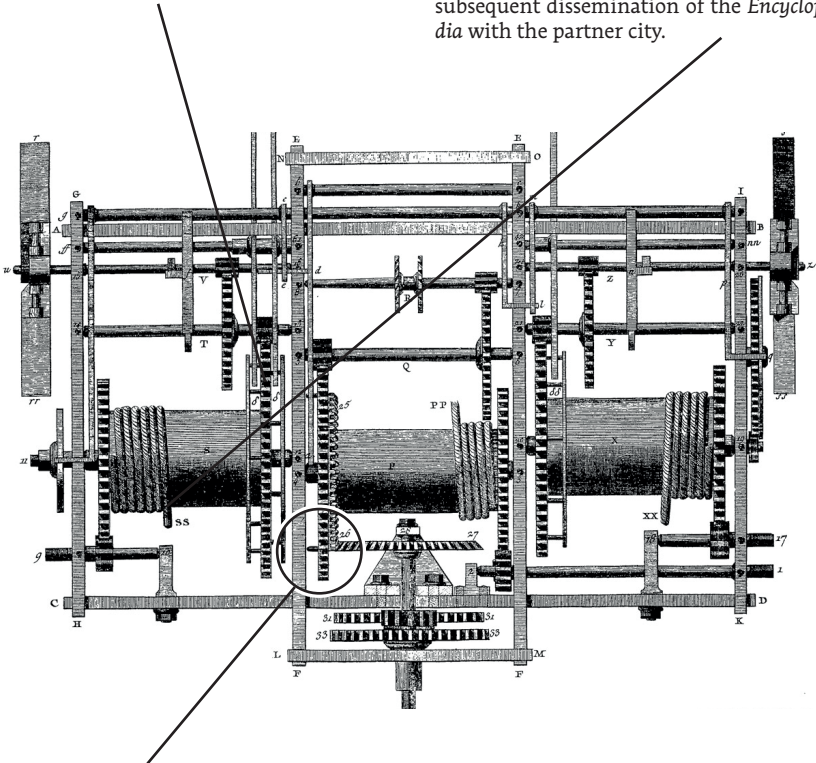
# *THE ENCYCLOPEDIA* *OF* MIGRANTS

Our purpose is to collect the sensitive testimonies of people who have gone through migrations in their life journeys. Specifically, the project proposes an encounter with migrant people, people who, having crossed borders and settled beyond them, have complex identities and attempt to reconcile different cultures.

In order to extend this network of migrants trying to reconcile their double culture and enhance collection in a dynamic of cooperation and shared experiences, the *Encyclopedia of migrants* will depend on the mobilization of a network of 8 partner cities from the Atlantic side, situated between Brest and Gibraltar, and 8 operational partners (associations, universities, museums, etc.) in France, Spain, Portugal and Gibraltar.

**THE PARTNER CITIES :** Each partner city will be given a copy of the *Encyclopedia of migrants*. They will undertake to receive it publicly as a city resource and to bring the *Encyclopedia* to life with the local operational partner after the end of the project.

**THE OPERATIONAL PARTNERS :** We rely on an operational partner in each city. These operational partners can be a collective of artists, a university, an association for the struggle against discrimination... They will be responsible for the communication of the project to the local team, for local collection of testimonies and for the subsequent dissemination of the *Encyclopedia* with the partner city.



To achieve this encyclopedia and to structure the network cooperation, we organize a transmission seminar gathering the 8 operational partners to prepare the collection of the testimonies in the 8 cities partners.

collaboration with the partner city, will then carry the mission of making the encyclopedia live in the middle and long-term by creating and driving a projects dynamic connected with the book.

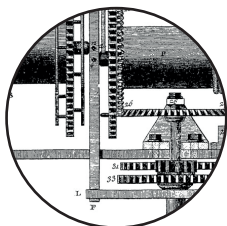
This work will lead to, among other things, the production of the encyclopedia and then to its public presentation in each partner city. This event will represent the birth certificate of the encyclopedia. Each operational partner, in

Each member of the transnational network of the project will join the assessment process of the project which will lead to a seminar closing the project and gathering the members of the team and the network.

# *DEVELOPMENT*

*OF THE*

# PROJECT

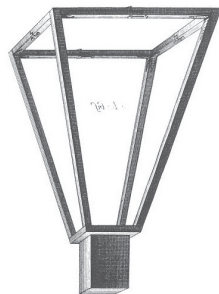


## 1. THE FOUNDER SEMINAR

The founder seminar aims at transmitting the architecture and the chore of the project, as well as the methodologies for the collection of testimonies to the operational partners of the 8 cities of the network which will then be the go-between for the local teams. This seminar will be organized by the coordination team in Paris in November 2015 towards the partners of the network and will be open to the public by registration (number of places limited).

## 2. THE COLLECTION

The collection aims at collecting 400 testimonies of migrants in total across the 8 partner cities. In each city, the local team will be composed of a contact person in charge of meeting the migrants and collecting the testimonies and of a local photographer. Each operational partner will be in charge of collecting 50 testimonies between November 2015 and March 2016.



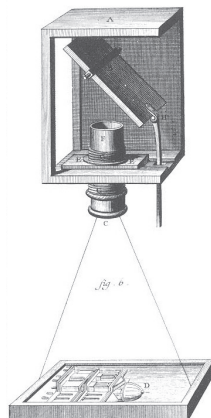
## 3. INTERMEDIATE RESTITUTIONS

Each operational partner will co-organize a series of intermediate public restitutions with the partner city during and after the collection between January and December 2016. There is a double goal for these restitutions : to keep alive the link with migrants and to prepare the publication and the « life of the Encyclopedia ».



## 4. THE PUBLIC PRESENTATION OF THE ENCYCLOPEDIA

Each city will organize during the 1st semester 2017 a public presentation of the encyclopedia as a patrimony of the city. This event will be co-organized by the operational partner and the city partner and will represent the birth certificate of the encyclopedia.



## 5. THE LIFE OF THE ENCYCLOPEDIA

Each operational partner, in collaboration with the partner city, will then have the mission to make the encyclopedia live in the middle and long-term by creating and driving a projects dynamic connected with the book (exhibitions, conferences, projections, festive events, workshops...), but also by releasing the digital encyclopedia on the local scale towards the citizens through the social networks of the contributors of the project, towards schools, universities, society museums, art centers, social organizations...



## 6. THE FINAL SEMINAR

To conclude the assessment process which will take place all along the project, the final seminar (project review and future plans) will aim at 1) sharing publicly the experience of the team of the project by crossing the points of view of researchers, photographers and members of the civil society (migrants or not) and at 2) putting the project in perspective with the contribution of external speakers. It will gather the coordination team and the network partners in Gibraltar in June 2017. It will be open to the public.

# THE PHOTOGRAPHER'S ROLE

In each city, in coordination with the operational partner, a local team composed of two contact people and two photographers will be in charge of collecting 50 testimonies of migrant people. **The contact person and the photographer will guarantee the link between the testimonies and the project, as well as its further transmission. Together they constitute the crucial link between the project and its participants.**

The photographer works in close cooperation with the contact people and the migrants. **The photographer reports, first of all, to the operational partner and, secondly, to the photography director of the project.**

**THE MIGRANTS:** These are the main players in the project. They participate in the project by writing a personal letter to a person who stayed in their country of origin after meeting with a contact person, and by posing for a portrait in collaboration with a photographer. They will later participate in bringing the *Encyclopedia* to life within the framework of local actions for dissemination, but also by disseminating the digital version within their own networks if need be.

**THE CONTACT PERSONS:** These are the experts of the encounter who establish the link with the migrants and collect their testimonies. They are responsible for the encounter with the migrants and play an accompanying role in order to get the most valuable information from their personal letters. Once the relationship has been established with each migrant, they introduce the photographers who will take their portrait.

**THE PHOTOGRAPHERS:** They participate in the second phase, once the relationship has been established between the contact person and the migrant. They provide their services to the migrant to take a photographic portrait that will accompany the personal letter. They take these portraits in collaboration with the migrants and according to how they wish to pose.

***The common photographic approach of the 16 photographers is based on two principles:***

- the creation of a photographic portrait of each migrant person.
- the co-construction of this portrait between the photographer and the migrant person.

## THE PHOTOGRAPHER

# UNDERTAKES TO:

- **make 25 individual photographic portraits of the people who have provided their testimonies in their city;** so that the photographed person is recognisable (visible face) and in order to provide a coherent and homogeneous series (black and white or colour, same format of photographs, etc.)

- **take interest in the person's journey and their story with empathy,** take into consideration the way in which each witness wants to be portrayed and then put their knowledge and creativity at the service of the photographed person to create each photographic portrait together.

- **utilise all the material necessary to make the photographic portraits and their post-production** and chose the material used (silver, digital) according to their work habits and in order to provide images that are consistent with the publication's restrictions (*See technical aspects on the following page*).

- **include the witness in the selection of the photograph** that will be published in the Encyclopaedia, then send a paper copy of the published photograph to each photographed person.

- **stay in regular contact with the contact person,** who establishes the first link with each migrant person and keep the operational partner who coordinates the collection on the city level informed of the progress of their work and the photographic director of the work they have done in order to allow exchanges that will guarantee the coherence of the photographic approach with the entire project (16 photographers in all).

- **ensure that the document for the assignment of image rights has been properly explained** to the witness by the contact person and signed by each person photographed and explain to them the commitment made by signing that document, if necessary.

- **assign their copyright** (non-exclusively) to L'âge de la tortue for use within the framework of the project (publications, exhibitions) and on all the project's communication media.

- **request authorisation from each photographed person for use of the photographs taken outside of the framework of the project,** systematically mentioning the "photographs taken within the framework of the project of the Encyclopedia of migrants coordinated by L'âge de la tortue association."

- **not to distribute the photographic portraits selected before the publication of the Encyclopaedia** and only distribute photographs documenting the photographic work before the publication of the Encyclopaedia (behind the scenes, «off-camera», etc.).

- **participate in the reproductions, events and important moments** organised by the operational partner and the partner city in the city where they work and invite the witnesses to these project gatherings (information to be communicated, at least, by e-mail to the witnesses through the operational partner)

- **contribute regularly to the project's website** and particularly to the blog dedicated to photography (shared by the 16 photographers).

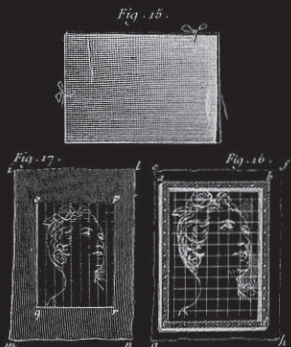
# TECHNICAL INFORMATION

## DEADLINES

The portraits will be delivered on two occasions directly to the photography director through an FTP server and informing the operational partner:

- **11 January 2016:** delivery of the first 12 portraits (according to the first 24 letters collected)
- **before 24 March 2016:** delivery of the last 13 portraits

They can be sent before these deadlines, gradually, which will make it possible to start the page setting work. The testimonies must be released with the two copyright and image rights assignment documents.



## PHOTOGRAPH FORMATS

The pages of the Encyclopedia will be in A3 horizontal format (height: 297 mm, width: 420 mm). The photographs will be published without any cropping, against a white background.

Therefore, the photographs must be provided in A3 format (height: 297mm, width: 420 mm) 300 dpi minimum. The files may be delivered in black and white (16 bit greyscale) or colour (RGB 32 bit).

# INFORMATION AND NOMENCLATURE

Each file must be entitled as follows: city code\_last name and first name of the person\_initials of the photographer (without accents or special characters). For example, for a photograph of Paloma Fernández Sobrino taken by Antoine Chaudet in Rennes (REN): REN\_PALOMA\_FERNANDEZ\_SOBRINO\_AC.tiff

## CITY CODES

BRE Brest - REN Rennes - NAN Nantes Gij  
Gijon - POR Porto - LIS Lisbonne CAD Cadix  
- Gib Gibraltar

Each photograph must include the IPTC parameters met (with at least the name of the author, copyright and in the description add the following quote: «Photograph taken within the context of the Encyclopedia of migrants project coordinated by the L'âge de la tortue association»), to allow proper referencing.

## THE PHOTOGRAPHS TO BE PROVIDED

**Each photographer must provide at least one completed photograph (ready to be published) per witness.** They may provide more photographs if they wish to do so, but only one will be published in the Encyclopaedia.

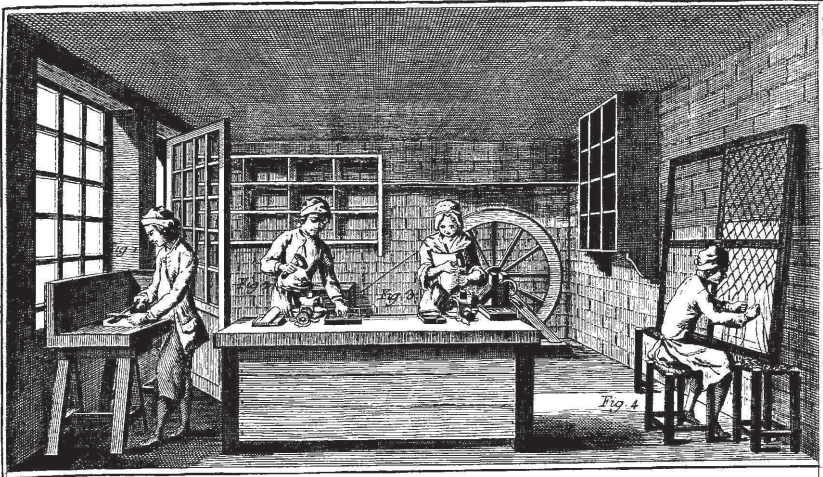
The photographs must not include **frames, borders or signatures and they must not be excessively retouched.**

**The files will be sent through an FTP server: the link to the FTP server,** as well as the user name will be sent to each photographer by e-mail after the start of the collection.

Film or sensor format	(H x W) vertical	(H x W) horizontal	Resolution	Format
4x5 inch	30x24 cm 3543x2835 px	30x37,5cm 3543x4429 px	300dpi	.tiff / 32bit
6x6	30x30 cm 3543x3543 px	30x30 cm 3543x3543 px	300dpi	.tiff / 32bit
6x7	30x25,71 cm 3543x3037 px	30x35cm 3543x4134 px	300dpi	.tiff / 32bit
Format 4:3	30x22,5 cm 3543x2657 px	30x40 cm 3543x4724 px	300dpi	.tiff / 32bit
Format 2:3 (full frame or 24x36)	20x30 cm 3543x2362 px	30x45 cm 3543x5315 px	300dpi	.tiff / 32bit

*SUMMARY*  
*OF THE*  
DEADLINES  
*OF THE*  
PROJECT

*Pl. I.*



**1.**  
**5<sup>TH</sup> AND 6<sup>TH</sup>**  
**NOVEMBER 2015**  
*Founder Seminar*

- Participation of the referent (operational partner) to the founder seminar in Paris in the perspective to transmit the project and the methodologies for collection to the local team.

**2.**  
**NOVEMBER 2015**  
**TO MARCH 2016**  
*Collection*

-Local team building and coordination (recruitment of the contact person and the local photographer\*, good transmission of the project and the rules of the game, follow-up of the collection)

-Reception and sending the 50 complete testimonies to *L'âge de la tortue*

*\*In collaboration with L'âge de la tortue who manages the artistic and photographic direction*

**3.**  
**JANUARY TO DECEMBER 2016**  
*Intermediate Restitutions*

- Co-organization of intermediate restitutions during and after the collection in collaboration with the partner city.

**4.**  
**JANUARY**  
**2017**  
*Releasing of the encyclopedia*

- Finalization and release of *The Encyclopedia of migrants*.

**5.**  
**JANUARY TO MAY 2017**  
*Public presentation*  
*of the encyclopedia*

- Co-organization of the public presentation event of the paper encyclopedia in collaboration with the partner city.

**6.**  
**SINCE**  
**JANUARY 2017**  
*Life of the encyclopedia*

-Releasing of the digital encyclopedia towards the educational field, the general public and targeted networks

-Elaboration of a life of the encyclopedia project associating local actors

**7.**  
**29<sup>TH</sup> AND 30<sup>TH</sup>**  
**OF JUNE 2017**  
*Final seminar*

- Participation of the referent (operational partner and/or partner city) to the final seminar (project review and future plans) in Gibraltar in the perspective of the collective elaboration of the final assessment report.

*THE*  
*PRODUCTIONS*

*The Encyclopedia of migrants*

*PAPER*  
*version*

is a leather-bound artist book of 2000 pages divided into 3 volumes, a limited edition with 8 copies. This multilingual publication will be issued in four versions (multilingual/French, multilingual/Spanish, multilingual/Portuguese, and multilingual/English). Each partner city owns an exemplary of the book and has got a license with copyright (the coordination team stays at the disposal of the city for the different reproduction modes).



*The Encyclopedia of migrants*

*DIGITAL*  
*version*

is published under a *Creative Commons* license with copyright for non-commercial purposes, for large-scale distribution (for example, for educational purposes).



As part of this work, we expect to produce:

A  
**WEBSITE**

This site dedicated to the project will be aimed at providing information on the project in general and also at sharing, during pre- and post-production, the work publication, work processes, the productions issued and the actions carried out for distribution within the project's transnational network and beyond it.

An  
**EDUCATIONAL  
BOOKLET**

This booklet will present the productions of the project and will serve as a manual for the paper and digital Encyclopedia and for the project website. This booklet will be performed for educational purposes to include teachers and the public

An  
**ASSESSMENT  
REPORT**

This report will be the result of a collective analysis of the work processes and of the results obtained within the framework of a closing assessment seminar.

A  
**DOCUMENTARY  
FILM**

The purpose of this film is to leave tracks of the project in its entirety, from the conception of the idea to the final production of the work until it is provided to the public, including the creation process and collective development. This film will be produced for educational purposes for the general public and will constitute a memory tool for this project.

A  
**REFERENCE  
KIT**

The purpose of the kit is to provide a series of collection methodologies for people in charge of collecting testimonies in the project territories. This kit will enrich itself afterwards by the feed-backs of the local collection work, in the perspective of studying the methodological exchanges between the different territories of the project.

*All productions will be translated into  
French, Spanish, Portuguese and English.*

# CALENDAR

	2014	2015
CONCEPTION	<b>January 2014 to June 2015</b> >Co-construction of the project with the Reflection Group >Creation of network of 8 partner cities in France, Spain, Portugal and Gibraltar	<b>January 2014 to June 2015</b> >Co-construction of the project with the Reflection Group >Consolidation of network of 8 partner cities in France, Spain, Portugal and Gibraltar
TRANSMISSION		> Founder seminar in Paris <b>5<sup>th</sup> and 6<sup>th</sup> of November 2015</b>
COLLECTION	>Start of collection in Rennes <b>September 2014</b>	>Collection in 8 network cities in France, Spain, Portugal and Gibraltar <b>November 2015 to March 2016</b>
PUBLICATION & OTHER PRODUCTIONS	>Completion of project notebooks <b>December 2014</b>	>Finalization of the guide of the project <b>October 2015</b> >Completion of the reference kit <b>October 2015</b> >Creation of project website <b>November 2015</b>
DISSEMINATION	>Local restitutions in Rennes <b>December 2014</b>	>Local restitutions in Rennes
ASSESSMENT		

2016	2017
> Intermediate Seminar in Porto in <b>30<sup>th</sup> of June and 1<sup>st</sup> of July 2016</b>	
>Collection in the 8 network cities in France, Spain, Portugal and Gibraltar <b>November 2015 to March 2016</b>	
>Editorial phase <b>March to December 2016</b>	>Publication of 2 versions of the Encyclopedia <b>January 2017</b> >Production of documentary film <b>June 2017</b> >Assessment report <b>August 2017</b>
>Local intermediate restitutions in the 8 network cities <b>January to December 2016</b>	>Public presentation of the Encyclopedia in 8 cities, <b>January to May 2017</b> >Actions for diffusion of the Encyclopedia and of the productions of the project in 8 cities
	>Final seminar – project review and future plans in Gibraltar, <b>29<sup>th</sup> and 30<sup>th</sup> of June 2017</b>

# CONTACTS

## FRANCE

### L'ÂGE DE LA TORTUE

10 bis Square de Nimègue - 35200 Rennes  
Tel : +33 661 757 603 / +33 950 185 165  
[www.agedelatortue.org](http://www.agedelatortue.org)

### PALOMA FERNÁNDEZ SOBRINO

*Artistic direction*  
E-mail : [paloma@agedelatortue.org](mailto:paloma@agedelatortue.org)  
Tel : +33 671 637 770

### CÉLINE LAFLUTE

*General project coordination*  
*Coordination in France*  
E-mail : [coordination@agedelatortue.org](mailto:coordination@agedelatortue.org)  
Tel : +33 661 757 603

### ANTOINE CHAUDET

*Direction of Graphic Creation*  
*(photography, graphic design)*  
*and of communication*  
E-mail : [communication@agedelatortue.org](mailto:communication@agedelatortue.org)  
Tel : +33 668 088 369

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### LABORATORY PREFICS, UNIVERSITY RENNES 2

#### Thierry Bulot and Gudrun Ledegen

*Scientific referent in France*  
E-mail : [gudrun.ledegen@wanadoo.fr](mailto:gudrun.ledegen@wanadoo.fr)  
Tel : +33 689 062 024

## SPAIN

### SBRLAB - UNIVERSITY ROVIRA I VIRGILI

Carrer de Escorxador, 43003 Tarragona

### ANGEL BELZUNEGUI

*Scientific coordination*  
*Scientific referent for Spain*  
E-mail : [angel.belzunegui@urv.net](mailto:angel.belzunegui@urv.net)  
Tel : +34 650 442 609

### DAVID DUEÑAS

*Coordination in Spain*  
*Scientific coordination*  
*Scientific referent for Spain*  
E-mail : [david.duenas@urv.cat](mailto:david.duenas@urv.cat)  
Tel : +34 655 620 625

# PORTUGAL

## ASI

NGO for International Solidarity  
Rua Aníbal Cunha, 39 2º andar sala 3,  
4050-046 Porto  
www.asi.pt

## BELKIS OLIVEIRA AND VASCO SALAZAR

*Coordination in Portugal*  
*Scientific referent in Portugal*  
E-mail : oliveira.belkis@gmail.com  
Tel : +351 222 011 927  
E-mail : vsalazarsoares@gmail.com

# GIBRALTAR

MINISTRY OF SPORTS, CULTURE,  
HERITAGE & YOUTH,  
HM GOVERNMENT OF GIBRALTAR

## KEVIN LANE

*Coordination in Gibraltar*  
E-mail : kevin.lane@gibraltar.gov.gi  
Tel : +350 200 512 33

## JENNIFER BALLANTINE

*Scientific referent for Gibraltar*  
E-mail : j.ballantine@gibraltargarrisonlibrary.gi  
Tel : +35 020 067 098

L'âge de  
la tortue

ARTS VISUELS  
ARTS VIVANTS



UNIVERSITAT  
ROVIRA I VIRGILI

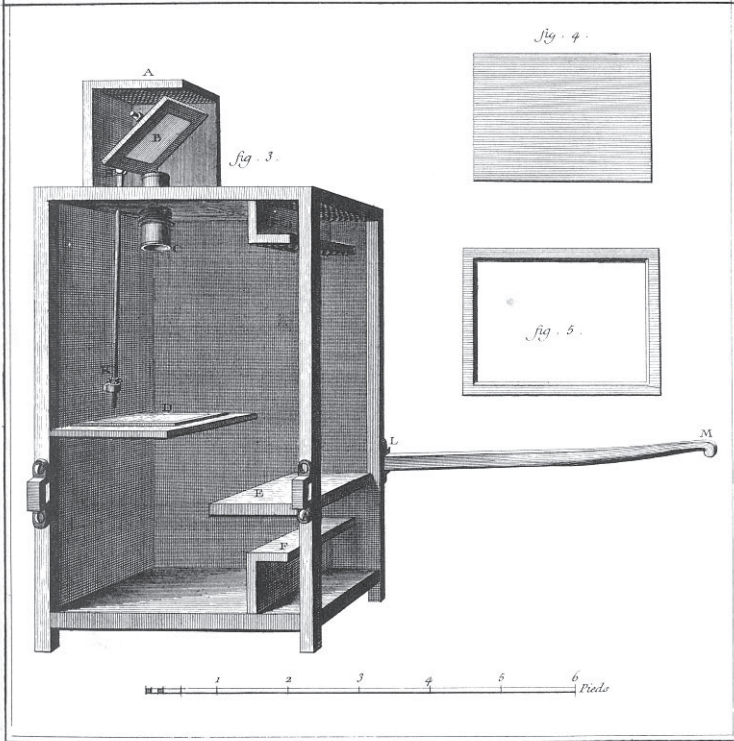
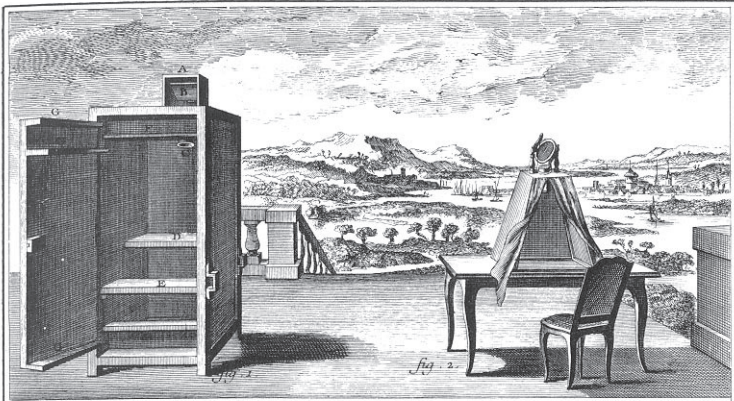


Associação de Solidariedade Internacional



HM Government  
of Gibraltar

Ministry of Sports, Culture,  
Heritage and Youth



Guarneri del.

Thyphel. fecit.

Dessein, chambre obscure.



*THE ENCYCLOPEDIA*  
*OF*  
MIGRANTS

WRITING A PRIVATE HISTORY OF MIGRATIONS  
BETWEEN THE BRITTANY FINISTÈRE AND GIBRALTAR

[www.encyclopedia-of-migrants.eu](http://www.encyclopedia-of-migrants.eu)