



Comité international
des Jeux de la
Francophonie



SPECIFICATIONS OF THE PHOTOGRAPHY COMPETITION

Table of contents

1. Introduction	3
2. Responsibilities and obligations of the CNJF	3
3. General characteristics of the infrastructure.....	4
4. Specific technical requirements.....	5
5. Jury requirements.....	6
6. Needs in terms of human resources	7
7. Proposal of methodology and deliverables return.....	8
8. Retro planning	8
9. Final remarks	9

Note: The use of masculine in this document is for the sole purpose of lightening the text and applies without gender discrimination.

This document is a courtesy translation. In case of doubt, please refer to the original document written in French.

List of abbreviations:

OIF: International Organization of La Francophonie;

CIJF: International Committee of the Francophone Games;

CNJF: National Committee of the Francophone Games.

1. Introduction

This specification identifies the requirements in terms of equipment, human resources, technology and infrastructure.

2. Responsibilities and obligations of the CNJF

The National Committee of the Francophone Games (CNJF) mission is to organize the The CNJF's mission is to organize the Francophone Games in accordance with the rules established by the International Committee of the Francophone Games (CIJF), by managing the following:

- reception, accommodation and catering;
- local transportation;
- media center;
- events, including opening and closing ceremonies as well as the Gala Awards ceremony for winners;
- medical service;
- security ;
- insurance on the territory;
- promotion of the Francophone Games on its national territory;
- accreditation ;
- ticketing;
- Games protocol.

The National Committee of the Francophone Games (CNJF) must provide infrastructure and technical equipment that meet international standards. The CNJF must provide qualified human resources for the supervision of cultural sites and competitions.

a. Technical Manual

A technical manual for the Photography competition will be published 2 months before the Games in addition to the program by the Photography competition manager.

b. Artworks customs formalities

The CNJF shall provide, no later than 6 months before the opening of the Games, documents pertaining to the customs clearance procedure.

c. Reception and transportation of artworks

The photographer's works must be delivered to the CNJF on the Games site 2 months (before May 31, 2027) before their opening.

The CNJF guarantees the transport of works in adequate means from the place of arrival in the host State to the cultural site, respecting security measures.

d. Artworks insurance

The CNJF must take charge of the insurance of the artworks upon their arrival in the territory.

e. Artworks storing

The CNJF guarantees storing the clearly identified crates in a secure space in the chosen location until the time of setting up the juried exhibition.

f. Return of artworks

At the end of the Games, the CNJF guarantees the dismantling of the exhibition and the fresh artworks and the return of the validated works to the country of origin.

g. Scenography, installation and opening of the juried exhibition and workshop

The CNJF is responsible for:

- The scenography of the Visual Arts juried exhibition;
- The installation of the Visual Arts juried exhibition, according to the scenographer's project setting up the teams;
- The inauguration of the Visual Arts juried exhibition and opening to the public during the whole period of the Games;
- Organization of a 3 days Photography workshop;
- Opening of the fresh artworks' exhibition.

h. Catalog

A catalog on all artistic disciplines will be published at the end of the Games.

This catalog must be, in digital version, illustrated with high-definition visuals. It will be a promotional and reference tool for the Francophone Games and for artists.

The same grid should be applied to all disciplines and artists in order to ensure uniformity and clarity. This catalog will include an introduction presenting the cultural aspect of the Games in the host State or government given by the authorities of the International Organization of La Francophonie (OIF)/ CIJF in Paris and those of the host State or government. It will then be divided into various sections, covering all the artistic disciplines represented in the host State or government.

The recruitment of a graphic designer and a photographer is necessary for the edition of this catalog.

3. General characteristics of the infrastructure

- Two exhibitions, juried exhibition and exhibition of fresh artworks;
- Three Visual Arts workshops;
- A space or more for meetings, activities, art movies screening, conferences, video projections, artists/ public meetings nearby.
- Essential elements related to the presentation of the 2 exhibitions and the organization of the 3 Visual Arts workshops, including that of Photography:
- Quality, spacious, convenient locations in the host city;
- Presence of gardens;
- Visible and identifiable to the public of visitors and the press;
- Total surface area desired for the 2 Visual Arts exhibitions: between 2800 and 3000 m², indoor and outdoor areas (gardens);
- Ceiling height: 2m80 or more;
- Neutral and solid floors, able to support 250kg;

- Neutral, smooth and freshly painted walls;
- Windows or not, to be hidden or not;
- Surface area of the Photography workshop: 200m²;
- Exhibition rooms and Photography workshop located on the ground floor (if not, elevator or hoist allowing the transportation of crates and installation equipment);
- Picture rails to be built, number to be determined according to the scenographer's project;
- Secure showrooms (number to be determined depending on the chosen location);
- Storage rooms for artworks crates: secure, easily accessible and in the same building as the showrooms and workshop, surface area of 500 m²;
- 1 Secretariat;
- 1 Press reception room;
- A space or more for the various activities, of 100 m²;
- 20 Sanitary facilities near the Photography workshop and showrooms.

This shall be the responsibility of the CNJF, taking into account the realities on the ground and the CIJF.

4. Specific technical requirements

a. Equipment

- Preferably new equipment, accessible on site and secure;
- Handling equipment accessible on site;
- Professional and museum lighting, "Erco" brand rails and spotlights;
- Humidity control devices in showrooms, according to ICOM standards (humidity level between 45 and 55%);
- Sound equipment (microphones, amplifiers, etc. for openings);
- Audio-visual equipment (video screens, complete kit);
- 3 Scales;
- 2 Laser levels for exhibition mounting (BOSCH type);
- Level, meter, small clip pliers;
- Electric screwdrivers and batteries;
- Tables, seats, stools;
- Bases;
- Hammers;
- Screws, etc.;
- Small erasers, scissors;
- Professional stapler;
- Staples (boxes);
- Buckets of white paint;
- Paintbrushes and brushes;
- Bucket of putty;
- Triplex;
- Bubble wrap rolls, 150m high;
- Kraft paper roll;
- Protective plastics;
- Tissue paper;
- Big brown stickers and kits and stickers;
- Large black markers;
- Adhesive labels;

- Cups and soaps;
- White gloves for installing artwork;
- Window spray;
- Garbage bags and trash cans;
- Paper towels, wipes, cleaning spray;
- Various paperboards;
- Water bottles for the artists and various teams
- Pharmacy.

b. Specific equipment for photographers

- Photo studio G digital lab editing, 2;
- Photo storage shelves, 2;
- Professional studio background, 1;
- Sufficient lighting kit and cables, 3;
- Studio table, 1;
- MAC desktop computers and related accessories (model to be defined, ensure significant storage) 10;
- Memory cards, 30;
- Canon large format, color, inkjet printer (model to be defined), 2;
- Photo printing paper rolls, 10;
- Wooden stools, 30;
- Tables, 30;
- Rolls of plastic or protective paper;
- Rolls of paper towels, 15;
- White protective gloves, 40 pairs;
- Cutters, 5;
- Other/ Unforeseen equipment.

Notes:

- This list may be adapted once the photographers have been chosen. Some may have a special request for equipment.
- Photographers come with their own camera (according to the Rules). Plan for a backup camera and accessories in case a photographer has a problem (theft, breakdown, etc.).
- The Photography workshop and prints are done in two nearby and secure spaces.
- Attention shall be paid to water points, closed cupboards, electrical outlets.

c. Other equipment

- 3 trolleys and 3 pallet trucks (unloading the crates);
- 1 emergency generator operating on site;
- 1 secure container (if necessary).

5. Jury requirements

- Spacious meeting room, close to the juried exhibition or workshops, able to accommodate the jury composed of 5 persons (1 President and 4 jury members) and interview the artists.
- 1 large table, 10 seats;
- 1 desk with 1 Mac computer, 1 color printer with paper;
- Notebooks, paper, ballpoint pens, evaluation sheets;

- Drinks, cups, trash cans;
- Cars.

6. Needs in terms of human resources

The CNJF must hire all the staff necessary for the smooth running of the competition, both on a technical level and in terms of reception.

The CIJF recommends respecting gender equality.

The Cultural Competitions Commission is composed of:

- 1 President
- 1 Vice-President
- 1 Rapporteur
- Members in charge of cultural competitions including the 3 Visual Arts competitions. They shall coordinate, supervise the activities and management of the site chosen for their discipline and keep the President of the commission informed through regular reports in order to ensure proper follow-up of decisions taken during meetings. They shall as well identify the chosen site and take stock of the chosen locations and their infrastructure.

The operational technical team is composed of:

- 1 Site Manager;
- 1 Visual Arts Competitions Manager;
- 1 Exhibition curator;
- 1 Secretariat, 3 persons;
- 1 team for public reception and additional activities;
- 1 Communication Officer and 2 assistants;
- 1 Scenographer and 2 assistants;
- 1 Graphic designer;
- 1 Catalog Manager;
- 1 Photographer (artworks and views of exhibition rooms, openings);
- 1 Photography workshop manager and 2 assistants;
- 1 General Manager;
- 1 Sound G lighting director and 2 assistants;
- 3 Electricians and 3 assistants;
- 1 Exhibition editor and 3 assistants;
- 3 Handlers and 5 assistants;
- 3 Carpenters and 5 assistants;
- 5 photographers and 5 assistants;
- 2 cleaning teams;
- 1 Security team in the exhibition showrooms (10 persons);
- 3 Rescuers;
- 6 Volunteers;
- 2 Drivers.

Create a table with everyone's contact details (telephone number and email address);
Provide mobile phones (number to be determined);
Provide training for volunteers (contacts with art and communication schools).

7. Proposal of methodology and deliverables return

a. Operational plans

Set up of:

- a cultural commission responsible for monitoring the proper functioning of activities linked to the Visual Arts competitions;
- an operational technical team to monitor the proper functioning of the photography competition.

Requirements:

- Design a realistic action plan;
- Design the programming and running of the 3 Visual Arts competitions, including photography;
- Provide adequate and quality technical equipment;
- Ensure the layout and needed equipment of the chosen site;
- Establish an agreement with the people in charge of the chosen locations;
- Plan the layout of the spaces and/ or the jury room;
- Prepare a report on the needs in terms of volunteers;
- Develop a training plan for the different teams;
- List the different technical teams for the competitions.

b. Information to be communicated to States and governments

This information must be included in the technical manual sent 6 months before the start of the Games:

- Exhibition and workshop locations and situation in the host city;
- Technical sheet related to the selected sites;
- Customs documents;
- Lists of materials offered for Visual Arts workshops including photography;
- Document on the insurance value of the artwork to be filled by the artist;
- Visual Arts technical manuals, including that of photography;
- Reminder of dates and calendar to respect.

8. Retro planning

- Approval and list of sites: -28 months;
- Final list of members of the commission: - 24 months;
- Inventory of equipment: - 24 months;
- Visual Arts teams appointment: - 24 months;
- Transmission of preliminary provisional program: - 24 months;
- Calls for tenders (if applicable): - 20 months;
- Training of commission members and staff: - 18 months;
- Acquisition of equipment: - 6 months;
- Transmission of the final program: - 6 months;
- Site development: - 6 months;
- Customs formalities transmitted by the CNJF to States and governments: - 6 months;
- Technical simulation period (equipment testing): - 6 months;
- Inventory of equipment for the workshops, transmitted by the CNJF to the States: - 6 months;

- Appointment of an exhibition curator: - 6 months;
- Appointment of a scenographer: - 6 months;
- Appointment of the graphic designer: - 6 months;
- Final visit to the site by representatives of the participating States and governments: -6 months;
- Technical simulation period (equipment testing): - 6 months;
- Production of the technical manual: - 4 months;
- Scenographer's project and quote: - 3 months;
- Insurance of artworks: - 2 months;
- Arrival of the artworks in the host country: - 2 months;
- Appointment of a photographer: - 2 months;
- Publication of the Photography competition technical manual: - 2 months;
- Delivery of equipment: - 1 month;
- Layout of the juried showrooms and that of the fresh artworks, according to the scenographer's project: - 3 weeks;
- Setting up the juried exhibition: - 3 weeks;
- Lighting of the juried exhibition: - 3 weeks;
- Setting up the photography workshop with equipment: - 3 weeks;
- Reception of sets and stage elements if necessary: - 10 days;
- Dismantling of the exhibition and return of the artworks: at the end of the Games;
- Catalog of cultural competitions: after the Games, digital version.

9. Final remarks

- It is mandatory to comply with the specifications and rules related to the Photography competition;
- It is required to ensure the success of the Performing Arts competitions, promote them and set up a quality communication campaign in order to make the competitions one of the Games highlights and a springboard for artists.

COMITÉ INTERNATIONAL DES JEUX DE LA FRANCOPHONIE (CIJF)
ORGANISATION INTERNATIONALE DE LA FRANCOPHONIE (OIF)

19-21, avenue Bosquet - 75007 Paris (France)

Téléphone : +33 (0)1 44 37 33 56 cijf@francophonie.org

www.jeux.francophonie.org

