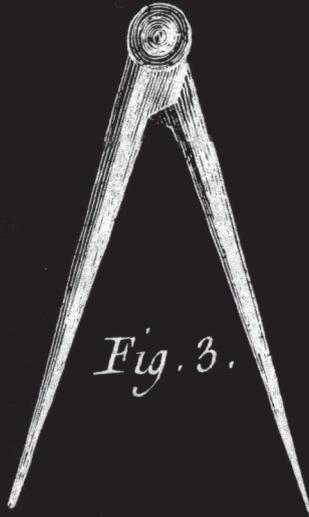


*CONTACT
PERSON
GUIDE*



THE ENCYCLOPEDIA
OF
MIGRANTS



*PROJECT
MAP*

• Brest

• Rennes

• Nantes

Gijón

• Porto

• Lisbon

Cádiz

• Gibraltar

THE ENCYCLOPEDIA

OF

MIGRANTS

CONTACT
PERSON
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.

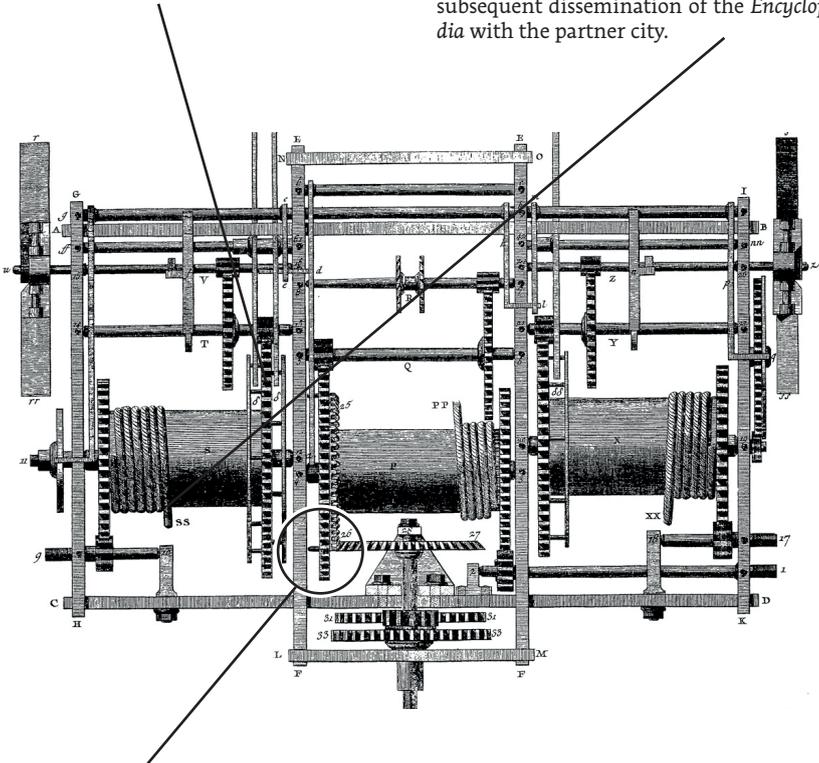
THE ENCYCLOPEDIA *OF* MIGRANTS

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.

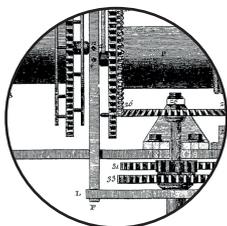
This work will lead to, among other things, the production of the encyclopedia and then to its public presentation in each partner city. This event will represent the birth certificate of the encyclopedia. Each operational partner, in

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

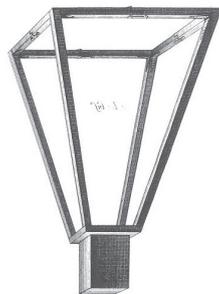


1. THE FOUNDER SEMINAR

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.

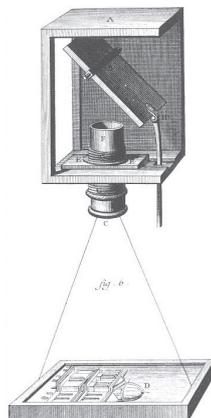


3. INTERMEDIATE RESTITUTIONS

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 ».

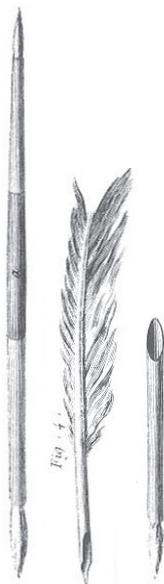
4. THE PUBLIC PRESENTATION OF THE ENCYCLOPEDIA

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.

CONTACT PERSON

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.**

Therefore the contact person will work in close cooperation with the photographer and the selected migrant people. **The contact person reports, firstly, to the operational partner and, secondly, to the artistic 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 MIGRANT TESTIMONIES are in the form of a personal, handwritten letter in the person's native language – or in another language of his/her choice – to someone close to them, for example, a relative or a friend, relating to them the experience of being far away, and its effect on their person. The migrant is the sole author of their letter. It is the quality of the meeting and the relationship established with the migrant that guarantees the value of the testimony collected.

THE CONTACT PERSON

UNDERTAKES TO:

- establish and then maintain the link with each migrant person throughout the entire project

The contact person must have a passion and hunger for meeting people! Although it is not necessary to be a seasoned investigator or to have studied social sciences for a long time, it is essential to have empathy, while also keeping a certain distance, to be patient and able to accept the rhythm of the meeting, even if you might feel it is a waste of time.

The contact person will take their time to explain the details of the project, to provide the maximum amount of information so that the people clearly know what they are going to be involved in and for how much time (see the two documents of assignment of copyright and image rights constituting a contract between the person and the project). It is very important that the duration of the project be mentioned: many months could go by between the collection and publication in various forms. This means that the contact person must maintain the relationship and nourish it so that the witness can actually feel involved in the project: The meeting does not end with the shoot and the submission of the letter. It must last until the completion of the encyclopedia and even beyond the distribution phase. Only with this start to finish following that we can guarantee that witness will not go back on their commitment.

- take into consideration the diversity principle of the migrants' profiles and journeys and the context in terms of the local or regional history of migrations

The contact person seeks a balance between men and women of all ages. For each city, the demographic, sociological, historical, linguistic elements, etc. are made available to them (see Reference Kit). Although it is not necessary to «stick» to those facts completely, it is advisable not to ignore them in order to avoid overlooking certain foreign components that have made a mark on the city's history.

- accompany each witness in the writing of the personal letter and take into consideration the person's linguistic proficiencies and preferences

This process involves first listening to the person's story and then engaging in an exchange to determine what each witness wants to publicly disclose

about their story and about their life history. The contact person must establish favourable conditions so that each witness feels comfortable in expressing themselves, taking into consideration their particular customs.

The contact person must guarantee that each witness is able to express themselves in the language of their choice (preferably in their mother tongue). They will take into consideration the witness' linguistic skills and find specific solutions if necessary (use of an interpreter, someone who can write for them, etc.).

- introduce the link between each witness and the photographer in charge of making the photographic portraits and encourage their meeting, as well as with the other members of the project team, if necessary.

- ensure the proper translation of each testimony from the language chosen for writing to the language of the respective country.

- submit 25 complete testimonies to the operational partner, respecting the established deadlines

- submit the 2 documents for the assignment of copyright and image rights signed by each witness for the use of their testimony and photograph in the different encyclopaedia media (paper publication, digital, audio-visual, etc.) and ensure the proper communication of their content to the people who are going to provide their testimonies for the Encyclopaedia

- keep the operational partner and artistic director regularly informed of the progress of this collection work and share any doubts and concerns.

- 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).

A COMMON APPROACH AND FRAME OF REFERENCE FOR THE COLLECTION OF TESTIMONIES

The actions of the Encyclopedia of Migrants are guided by respect for fundamental human rights and especially the values established in the Fribourg Declaration on cultural rights. It defends the right of people to be acknowledged in the dignity of their cultural identity, while they establish a human bond with others (See Reference Kit):

<http://www.unifr.ch/iiedh/assets/files/Declarations/declaration-eng4.pdf>

The project is aimed at appreciating the diversity of the migrant profiles and journeys, while taking into consideration the context in terms of the local or regional history of migrations. For each city, researchers provide them with demographic, sociological, historical, linguistic elements, etc. (See Reference Kit) Although it is not necessary to «stick» to those facts completely, it is advisable not to ignore them in order to avoid overlooking certain foreign components that have made a mark on the city's history. In the same way, it is expected that the contact person will seek a balance between men and women of all ages.

The common approach of the 16 contact people participating in the project was established by the project Decision-Making Committee with the support of the Reflection Group. The Reflection Group incorporates the project coordination team, photographers, social science researchers, association activists and citizens (migrants or not). Together they have contributed to defining a common method for collecting testimonies and have participated to a great extent in the conception of the project since 2014 at public meetings regularly organised in the Blosne area of Rennes.

USEFUL
INFORMATION

DEADLINES

The testimonies will be delivered to the operational partner on two occasions:

- **11 January 2016:** Delivery of the first 12 testimonies for each contact person.
 - **before 24 March 2016:** Release of the last 13 testimonies.
-

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.

THE TESTIMONIES

Each testimony is composed of:

- a handwritten letter in the person's native language (or in another language of their choice) that will be no longer than 500 words and two A4 pages in vertical format (the paper version of the Encyclopedia will be in A3 horizontal format)

- a translation of the contents of the letter in the language of the country of residence (in French in France, for example) made jointly by the witness and the contact person.

Each file containing the digital translation must be entitled as follows: city code_per-

son's last name and first name_initials of the contact person (with no accents or special characters). For example, for a letter by Paloma Fernández Sobrino written with the help of Thomas Vétier (TV) in Rennes (REN): REN_PALOMA_FERNANDEZ_ SOBRiNO_TV.doc

City Codes: BRE Brest - REN Rennes - NAN Nantes GIJ Gijon - POR Porto - LIS Lisbonne CAD Cadix - Gib Gibraltar

The two documents of copyright and image rights assignment will also be submitted for each testimony, completed and signed by each witness.

WHO BEARS WITNESS?

A common framework has been established with the participation of the Reflection Group to define the profile of witnesses:

- people who have crossed a national border, who are experiencing or have experienced a situation of migration and reside in the collection city.
- adults, at least 18 years of age.
- people who wish to publicly bear witness and who chose to do so voluntarily
- people who accept to publicly bear witness (no anonymity)
- people who do not know when they will return to their country of origin and who

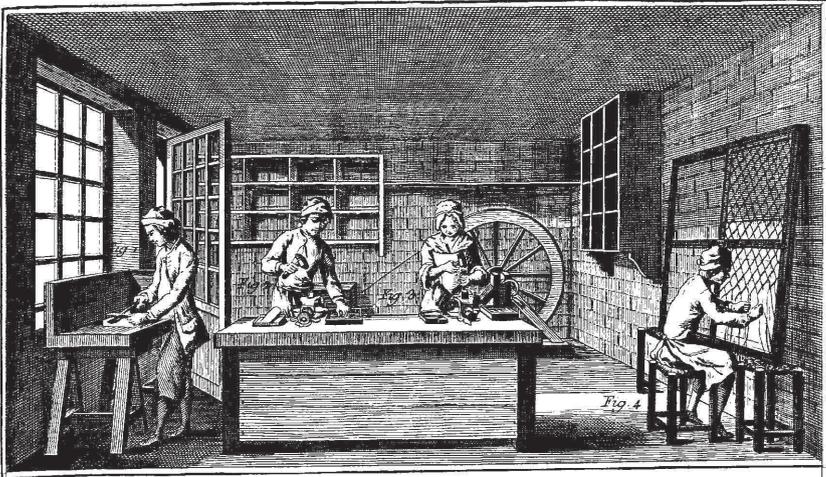
envisage their immediate future or long-term future in the host country.

This general framework must not render testimonies that could be important invisible. If an exception must be made, it must be decided together with the contact person, the operational partner and the artistic director.

For example, one of the principles of participation in the project is that the migrant witnesses must publicly provide – with their name and image – their testimony, but an exception could be made in which a person bears witness without providing his/her name or showing his/her face if the person's safety is at risk.

SUMMARY
OF THE
DEADLINES
OF THE
PROJECT

Pl. I.



1.
5TH AND 6TH
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.
29TH AND 30TH
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	January 2014 to June 2015 >Co-construction of the project with the Reflection Group >Creation of network of 8 partner cities in France, Spain, Portugal and Gibraltar	January 2014 to June 2015 >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 5th and 6th of November 2015
COLLECTION	>Start of collection in Rennes September 2014	>Collection in 8 network cities in France, Spain, Portugal and Gibraltar November 2015 to March 2016
PUBLICATION & OTHER PRODUCTIONS	>Completion of project notebooks December 2014	>Finalization of the guide of the project October 2015 >Completion of the reference kit October 2015 >Creation of project website November 2015
DISSEMINATION	>Local restitutions in Rennes December 2014	>Local restitutions in Rennes
ASSESSMENT		

2016	2017
> Intermediate Seminar in Porto in 30th of June and 1st of July 2016	
>Collection in the 8 network cities in France, Spain, Portugal and Gibraltar November 2015 to March 2016	
>Editorial phase March to December 2016	>Publication of 2 versions of the Encyclopedia January 2017 >Production of documentary film June 2017 >Assessment report August 2017
>Local intermediate restitutions in the 8 network cities January to December 2016	>Public presentation of the Encyclopedia in 8 cities, January to May 2017 >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, 29th and 30th of June 2017

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

PALOMA FERNÁNDEZ SOBRINO

Artistic direction
E-mail : paloma@agedelatortue.org
Tel : +33 671 637 770

CÉLINE LAFLUTE

General project coordination
Coordination in France
E-mail : 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
Tel : +33 668 088 369

-

LABORATORY PREFICS, UNIVERSITY RENNES 2

Thierry Bulot and Gudrun Ledegen

Scientific referent in France
E-mail : gudrun.ledegen@wanadoo.fr
Tel : +33 689 062 024

SPAIN

SBR^{LAB} - UNIVERSITY ROVIRA I VIRGILI

Carrer de Escorxador, 43003 Tarragona

ANGEL BELZUNEGUI

Scientific coordination
Scientific referent for Spain
E-mail : 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
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

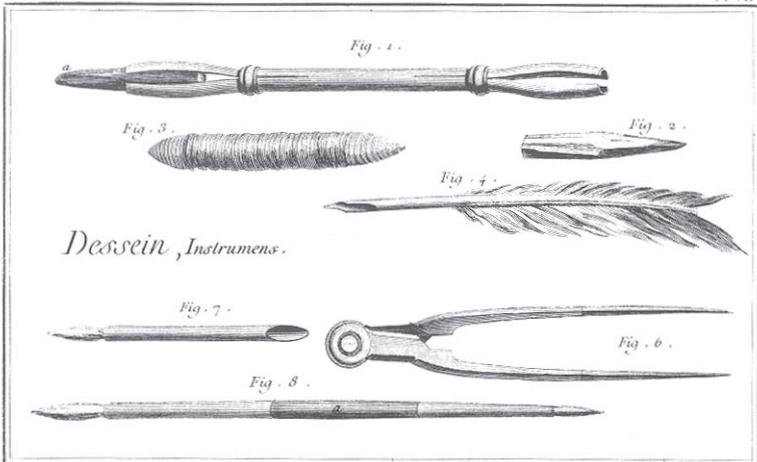


Associação de Solidariedade Internacional



HM Government
of Gibraltar

Ministry of Sports, Culture,
Heritage and Youth



THE ENCYCLOPEDIA
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www.encyclopedia-of-migrants.eu