

**Schedule 2**

**dated:**

**COMMISSIONING SPECIFICATION**

**1. Editorial Specification**

<b>Independent</b>																																						
<b>Working Title</b>																																						
<b>Series Number</b>																																						
<b>Delivery Date (time being of the essence)</b>	<b>xx/xx/20xx</b> <b>NB see Section 6 below for full details</b>																																					
<b>Genre</b> <i>Please select genre and sub genre if appropriate</i>	<table border="1"> <thead> <tr> <th>GENRE</th> <th colspan="2">COMMISSIONING DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td><b>Drama</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td rowspan="2"><b>Ents</b> <input type="checkbox"/></td> <td>Ents</td> <td></td> </tr> <tr> <td>Comedy</td> <td></td> </tr> <tr> <td rowspan="5"><b>Factual</b> <input type="checkbox"/></td> <td>Arts &amp; Culture</td> <td></td> </tr> <tr> <td>Current Affairs &amp; Investigations</td> <td></td> </tr> <tr> <td>Documentary &amp; Contemporary Factual</td> <td></td> </tr> <tr> <td>Specialist Factual</td> <td></td> </tr> <tr> <td>Education</td> <td></td> </tr> <tr> <td rowspan="2"><b>Daytime</b> <input type="checkbox"/></td> <td>Ents</td> <td></td> </tr> <tr> <td>Factual</td> <td></td> </tr> <tr> <td><b>News</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td rowspan="3"><b>Children's</b> <input type="checkbox"/></td> <td>Drama</td> <td></td> </tr> <tr> <td>Ents</td> <td></td> </tr> <tr> <td>Factual</td> <td></td> </tr> </tbody> </table>	GENRE	COMMISSIONING DEPARTMENT		<b>Drama</b> <input type="checkbox"/>			<b>Ents</b> <input type="checkbox"/>	Ents		Comedy		<b>Factual</b> <input type="checkbox"/>	Arts & Culture		Current Affairs & Investigations		Documentary & Contemporary Factual		Specialist Factual		Education		<b>Daytime</b> <input type="checkbox"/>	Ents		Factual		<b>News</b> <input type="checkbox"/>			<b>Children's</b> <input type="checkbox"/>	Drama		Ents		Factual	
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<b>Co production partners (if known) and any editorial requirements</b>																																						
<b>No of Eps x Duration (including opening and closing credits)</b>																																						
<b>Pre/post watershed</b> <i>(delete as appropriate)</i>	Pre watershed / Post watershed																																					
<b>Format/ Style</b> <i>Drama – series/ serial/ single/ 2 parter/ Event</i> <i>Ents – studio show/ single camera loc/ multi camera loc</i> <i>Factual - Ob doc, drama doc, factual entertainment, authored film etc</i>																																						
<b>Topicality</b> <i>Please specify any relevant tie-ins: e.g exhibitions, book launches, DVD releases, anniversary etc</i>	<table border="1"> <tr> <td>Topical</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Non Topical</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Tie ins details</td> <td></td> </tr> </table>	Topical	<input type="checkbox"/>	Non Topical	<input type="checkbox"/>	Tie ins details																																
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<b>Editorial Brief / Synopsis</b>																																						

<p><b>Editorial compliance considerations</b> Potential editorial issues relating to compliance with the BBC Editorial Guidelines that either will or may foreseeably arise in connection with the Programme, and how these will be addressed, following discussions<sup>1</sup> between the Producer and the BBC Editorial Representative:</p>	<p>[Brief details]</p>
<p>Does on-screen talent (or their agent) have an ownership or management relationship with the Producer?</p>	<p>Yes / No</p>
<p>BBC Managed Risk Programme List</p>	<p>[Not Applicable] [Programme to be included on the BBC Managed Risk Programme List – include brief details]</p>
<p>Are any sources of finance for the production of the Programme covered by the <a href="#">BBC POLICY ON LOCATION AND PRODUCTION INCENTIVES FOR INDEPENDENT PRODUCTIONS</a></p>	<p>[Y] [N] [Anticipated] [Not anticipated]</p>
<p>Please confirm that the person who signs this Commissioning Specification is also the person within the company who is, or would be, responsible for ensuring compliance with this policy (whether any such funding is anticipated upon commission of the Programme, or becomes identified at a later point prior to delivery of the Programme).</p>	<p>[Y]</p>
<p>If not, please provide the name of the person who is taking such responsibility.</p>	<p>[name of alternative company executive who is taking responsibility]</p>
<p>BBC Health and Safety approval and risk level:</p>	<p><b>To be completed by BBC</b> Period of approval: Risk level assigned: [Standard] [Hazardous Activities]</p>
<p>Did significant accidents or incidents (as defined by RIDDOR) arise during any previous production for the BBC (If so, please give details including what action has been taken)</p>	
<p>Please indicate whether the production involves travel to a Hostile Environment (HE) or other High Risk?</p> <p>If high risk and/or an HE, please contact the BBC High Risk Team on +44 (0)207 557 0528 and confirm name of person spoken to</p>	
<p>Name of person responsible for Health and Safety on this production/series</p>	
<p>Which individual or company is the competent source of advice for the Producer in relation to health and safety on this production and what is their qualifications/experience?</p> <p>NB - Please include their contact details, qualifications and/or experience.</p>	

## 2. Creative Brief

<sup>1</sup> As recorded in full in separate notes kept by both the Producer and the BBC Editorial Representative

	<b>Brief</b>
<b>Writer Brief</b>	- Single writer/ co-writers / team writing - Approved Scripts - date of accepted draft
<b>Directorial Brief</b>	All relevant creative information - Style of direction, etc
<b>Design Brief</b>	Set/fx/ props – standard high
<b>Casting Brief</b>	- Casting aspirations (Stars high/low, new talent), - Number of Core Cast - Number of guest parts per episode - On-screen portrayal (Age, ethnic mix, diversity issues) - No. of Extras - Accents - Child Talent, please specify
Is the Producer signed up to the Cultural Diversity Network's 'Diversity Pledge'?  Diverse representation on screen is extremely important to the BBC, and we would like you to consider how to achieve this at an early stage in your production planning. By 'diversity' we mean reflecting modern Britain in all its cultural, social, age, gender and geographical richness as well as ensuring appropriate representation of disabled and ethnic minority people. If for any editorial or production reasons this is not achievable, you need to formally explain why to the BBC Commissioning Executive in writing before this Editorial Specification can be finalised.	Yes / No
<b>Music Brief</b>	All Creative information inc Recordings or Source music
<b>Period / contemporary</b>	
<b>Adaptation / original</b>	

### **3. Production Brief:**

#### **i) Pre-Production**

<b>Pre-production</b>	1 <sup>st</sup> Day	Last Day
<b>Length and nature of total pre-production (in weeks)</b>		

#### **ii) Production**

<b>Filming type</b>	Single-camera	Studio	Location
	Multi camera	<input type="checkbox"/>	<input type="checkbox"/>
	Two camera shoots	<input type="checkbox"/>	<input type="checkbox"/>
	Pre-recorded	<input type="checkbox"/>	<input type="checkbox"/>
	Live	<input type="checkbox"/>	<input type="checkbox"/>
	As-live	<input type="checkbox"/>	<input type="checkbox"/>
	Other- please specify	_____	
<b>Secret Filming</b>	Yes / No		
<b>Hidden Camera</b>	Yes / No		

<b>Use of CCTV</b>	Yes / No									
<b>Inserts – pre-existing programmes or specially shot VT</b>	London / Non-London Minutes per show / percentage									
<b>Videotape/film</b>	DV <input type="checkbox"/> Digi <input type="checkbox"/> HD <input type="checkbox"/> Super 16mm <input type="checkbox"/> Other - please state _____									
<b>Geographical location of filming</b>	<b>UK</b>  London based (within M25) <input type="checkbox"/> <input type="checkbox"/> No of Days Non-London based <input type="checkbox"/> <input type="checkbox"/> Fixed location Yes / No Name/s of Location/s (if known) _____  <b>Foreign Filming</b> Country _____ No of Days <input type="checkbox"/> <input type="checkbox"/> Hostile Environment <input type="checkbox"/> - Mandatory Health & Safety Approval <input type="checkbox"/> Visa required Yes / No									
<b>Principal Photography</b>	<table border="1"> <tr> <td>1<sup>st</sup> Day</td> <td>Last Day</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	1 <sup>st</sup> Day	Last Day	<input type="text"/>	<input type="text"/>					
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<input type="text"/>	<input type="text"/>									
<b>Studio to Location Ratio</b>	<table border="1"> <thead> <tr> <th></th> <th>Per Ep.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Number of days on location</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Number days in Studio</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Per Ep.	Total	Number of days on location	<input type="text"/>	<input type="text"/>	Number days in Studio	<input type="text"/>	<input type="text"/>
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Number of days on location	<input type="text"/>	<input type="text"/>								
Number days in Studio	<input type="text"/>	<input type="text"/>								
<b>No. of Shooting Blocks</b>										
<b>Telephony services</b>	<p>Details:</p> <p>Service Provider: _____</p> <p>Employee responsible for the operation of the telephony services within the programme in accordance with the production agreement and BBC Guidelines: _____</p>									
<b>Other technical requirements</b> <i>Please provide details</i>	Satellite links Yes / No Online Yes / No Other Yes / No Details _____									
<b>Prize funds for Quiz or Game Show</b>										
<b>Archive</b>	Type and Amount									
<b>Special Effects</b>	[Range and scale of effects]									
<b>Stunts</b>	[Range and scale]									
<b>Other specific production elements (if any)</b>										
<b>Any additional insurance required</b>										

**pursuant to General Term 8.1.1(b)**

**iii) Post Production**

<b>Post production</b>	1 <sup>st</sup> Day	Last Day
<b>Post Production Brief</b>	All relevant creative information, to include name of Laboratory / Facilities House / Sound recording studios/ as appropriate - Style of cut/edit - Vis fx/additional requirements/animation - Grading / On-line	
<b>Title Sequence</b>	To include designer/style/length/ etc	
<b>Graphics &amp; subtitling</b>	Amount & type	
<b>CGI and visual special effects</b>		
<b>Recaps &amp; Teasers</b>		

	No. of days where applicable	Dates	Proposed BBC Executive viewing dates inc. sign off
<b>Off-line</b>			
<b>On-line</b>			
<b>Grade</b>			
<b>Dub</b>			

**4. Key Approvals:**

The BBC requires approval of the identity and/ or the agreements of the following:

	Name	Key Agreement (the terms of which must be approved by the BBC in accordance with Key Terms 6.4)
<b>Format owner</b>		
<b>Key On-Screen Talent/ Presenter (s)</b>		
<b>Writer(s)</b>		
<b>Key Advisor(s)/ Consultant(s)</b>		
<b>Key Contributor(s)</b>		
<b>Director(s)</b>		
<b>Composer(s)</b>		
<b>Narrator (s)/ Voiceover(s)</b>		
<b>Source material</b>		

<b>Executive Producer(s)</b>		
<b>Series Producer(s)</b>		
<b>Producer(s)</b>		
<b>Director(s) of Photography</b>		
<b>Access / Location(s)</b>		
<b>Telephony Service Provider</b>		
<b>Only required in exceptional cases:</b>	<b>Publicist(s)</b>	
	<b>Associate/Line/Co-producer(s)</b>	
	<b>Production Supervisor(s)/Manager(s)</b>	
	<b>Production Accountant(s)</b>	
	<b>First Assistant Director(s)</b>	
	<b>Casting Director(s)</b>	
	<b>Production Designer(s)</b>	
	<b>Costume Designer(s)</b>	
	<b>Make Up Designer(s)</b>	
	<b>Editor(s)</b>	
	<b>Script Editor(s)</b>	
	<b>Child Contributor(s)</b>	
	<b>Key post production</b>	
<b>Other</b>		

<p><b>Data Protection</b> Please identify Personal Data that the Producer will collect specifically for the purpose of making the Programme.</p> <p>In relation to this Personal Data please identify which individual is responsible for data security on the project and for ensuring that the production team are familiar with the pan-industry <a href="#">data security guidelines</a></p>	<p>[eg Personal Data relating to contestants or potential contestants]</p> <table border="1" data-bbox="922 1637 1519 1693"> <tr> <td data-bbox="927 1644 1058 1686">Name:</td> <td data-bbox="1062 1644 1514 1686"></td> </tr> </table>	Name:	
Name:			
<p>Where specified, the Producer will comply with the conditions set out here in relation to this Personal Data</p>	<p>[set out any specific conditions]</p>		
<p><b>Child Licensing (where applicable to the Programme)</b></p>	<p>[N/A] OR</p>		

Please confirm that the person who signs this Commissioning Specification is also the person within the company who is responsible for ensuring compliance with the Children (Performances) Regulations 1968 (as amended), and if not, please provide the name of the person who is taking such responsibility.	[Confirmed] OR [Alternative name]
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## **5. The Production Account**

<b>Bank</b>	
<b>Branch</b>	
<b>Name of Account</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

## **6. Delivery and technical Requirements**

<b>Delivery Date - inc. Episodic Delivery Schedule if applicable - subject always to General Term 5.1 (time being of the essence )</b>	
<b>Rushes</b> <i>(if applicable)</i>	Name of BBC executive rushes are to be sent to and frequency
<b>Delivery date for other technical requirements</b>	On-line / interactive elements
<b>Delivery Format</b>	[High Definition HD Cam SR/ Standard Definition Digibeta]
<b>Widescreen Requirements: Is there anything not widescreen?</b>	[N/A]
<b>Publicity Stills</b> <b>For a full briefing please contact Picture Publicity on <a href="mailto:pictures@bbc.co.uk">mailto:pictures@bbc.co.uk</a>.</b> <b>For picture delivery guidelines please visit:</b> <a href="http://www.bbc.co.uk/commissioning/tv/production/delivery/">http://www.bbc.co.uk/commissioning/tv/production/delivery/</a>	<b>Generic Images</b> To be the key images for the series or programme. These will effectively convey the general mood and feel of the programme. Minimum of 20* (twenty) digital images (as raw files, minimum image size of 40mb), posed and lit <b>to a professional standard</b> of all the main cast/contributors and or presenters on CD/DVD  <b>Episode images</b> 20* (twenty) digital images per episode, (as raw files, minimum image size of 40mb) must be delivered, these must convey the narrative for each episode and behind the scenes images of the production while filming.  Images should be provided in portrait and landscape format and must be of a

	<p>professional standard.</p> <p>All of the images delivered must be accompanied by a caption document specifying for each image, details of what and who is in the image, episode title (if appropriate), name of photographer and copyright holder. A programme synopsis should also be sent.</p> <p>The programme logo/title card is also required in a jpeg or tif format.</p> <p>The copyright of all the images including any archive material and logo/title card delivered must be cleared so that the BBC has the right to distribute the images as part of the publicity and promotional material relating to the programme in any media, including use on all the various BBC multiplatform public services.</p> <p>Please contact BBC Pictures before commencing filming at <a href="mailto:pictures@bbc.co.uk">pictures@bbc.co.uk</a> to discuss the above requirements. Any reduction or changes to the above requirements can only be authorised by BBC Pictures.</p>
<p><b>Promotional preview DVD</b></p>	<p>The BBC Communications Manager will be able to confirm before Tape Delivery of the Programme whether they will require promotional DVDs of the Programme.</p> <p>If DVDs are required the number of DVDs that the Producer will supply is:</p> <p>50 (fifty) of episode one and 30 (thirty) of all subsequent episodes (Core level of publicity)</p> <p>OR</p> <p>90 (ninety) of episode one and 50 (fifty) of all subsequent episodes (Priority level of publicity)</p> <p>OR</p> <p>A maximum of 60 (sixty) for pilots.</p>
<p><b>Clips of the Programme</b></p> <p>For delivery guidelines please visit <a href="http://www.bbc.co.uk/commissioning/tv/production/delivery/">http://www.bbc.co.uk/commissioning/tv/production/delivery/</a></p>	<p><b>ONE</b> clip per episode <b>ONE</b> clip for the whole series</p> <p>The clips are to be used principally for promotional purposes such as the purposes of online listings and audience navigation applications.</p> <p>Accordingly, the content should present the key moment or essence of the episode/series to capture the interest of a potential viewer,</p>

	<p>and should be fully cleared and approved by the BBC Editorial Representative. The clips should be delivered as directed by your BBC Business Affairs Manager</p> <p>For further details of clip length, contents and quality please visit <a href="http://www.bbc.co.uk/commissioning/tv/production/delivery/transmission-essentials.shtml">http://www.bbc.co.uk/commissioning/tv/production/delivery/transmission-essentials.shtml</a></p> <p>A .mov file or DVD with timecodes (and also guiding lines) for the clips Metadata with the clips title, short and longer descriptions Clip compliance form signed off by the BBC Exec, Series Producer or Producer</p>
<p><b>Production Credit</b> <b>Position:</b> Same card as the Copyright Notice or such other position as may be advised by the BBC <b>Size:</b> The size of the Production Credit and the Producer's company logo (if any) shall be determined in accordance with the BBC's Credit and Branding Guidelines for BBC television programmes and for Radio Times (set out on the BBC Commissioning Website)</p>	<p>"A [ ] PRODUCTION FOR BBC"</p> <p>(such credit to include the BBC's Corporate Logo or such other notice as may be advised by the BBC)</p>
<p><b>Credits</b></p>	<p>Refer to <a href="http://www.bbc.co.uk/commissioning/tv/production/credit-guidelines/">http://www.bbc.co.uk/commissioning/tv/production/credit-guidelines/</a> for BBC guidelines</p>
<p><b>Special Credit Requirements (subject always to General Term 10):</b></p>	
<p><b>Copyright Notice</b></p>	<p>© [ ] 20__</p>
<p><b>Stages for Progress Reporting as required under General Term 7.7:</b></p>	<p>[As set out at Special Term 2.3]</p>

## 7. Training Requirements

<p><b>Required BBC Safeguarding Trust on-line training course modules</b></p>	<p>Module [ ] Module [ ] [Competition Module]</p>
<p><b>Producer's Key Production Personnel who at the date of signature of this Agreement are known to have completed the modules identified above</b></p>	

## [8. Regional Production]

<b>Regional Production Criteria</b>	<b>Ofcom Macro Region</b>
<p><b>A. Substantive business and production base.</b> (A base will be taken to be substantive if it is the usual place of employment of executives managing the regional business, of senior personnel involved in the production in question, and of senior personal involved in seeking programme commissions)</p>	<p>[Within M25 South of England Midlands and East Anglia North of England Various Out of London Northern Ireland Wales Scotland]</p>
<p><b>B. Location of production budget spend</b></p>	<p>[Within M25]</p>

<p>To qualify towards the criteria for a Regional Production at least 70% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) must be spent in the UK outside the M25.</p>	<p><i>South of England Midlands and East Anglia North of England Various Out of London Northern Ireland Wales Scotland]</i></p>
<p><b>C Location of production talent spend</b> To qualify towards the criteria for a Regional Production at least 50% of the production talent (i.e not on-screen talent) by cost must have their usual place of employment in the UK outside the M25. Freelancers without a usual place of employment outside the M25 will nonetheless count for this purpose if they live outside the M25</p>	<p><i>[Within M25 South of England Midlands and East Anglia North of England Various Out of London Northern Ireland Wales Scotland]</i></p>

.....  
Signed by  
On behalf of the BBC

Print name:

Job title:

.....  
Signed by  
On behalf of the Producer

Print name:

Job title:

[End of Schedule 2]