

**CONTRIBUTOR RIGHTS CONTRACT NOTICE: ER 08/11**

**BBC/ EQUITY: AUDIO AGREEMENT 2011/12**

**From: Nicola Hill, Rights Negotiation Manager, Talent & Rights Negotiation Group**

**Issue Date: 28<sup>th</sup> July 2011**

The rates set out in this notice replace those in the Contributor Rights Notice ER 08/10 for engagements where the Final Performance Day is on or after 1<sup>st</sup> August 2011 and will apply up to and including 31<sup>st</sup> July 2012 or until further notice.

The agreement covers professional performers engaged by the BBC for services on Radio, the World Service and Audio engagements covering the following categories:

- Actors undertaking dramatic roles
- Dramatic Readings
- Variety Performance
- Ad hoc Chorus Singers
- Solo Singers (in Entertainment programming)
- Pop Groups whose performances is predominantly non-instrumental

**Section 1: Transmission Rights**

**Section 2: Actors / Variety**

**Section 3: Chorus Singers**

**Section 4: Solo Singers**

**Section 5: Additional Uses**

**Section 6: Secondary Uses**

**Section 7: General Addendum**

**Section 8: Terms of Agreement**

## INDEX

### **Section 1: Transmission Rights**

- 100. Core Services
- 101. World Services
- 102. Public Service Digital Radio Services
  
- 103. Additional arrangements/certain categories
- 104. European Broadcasting Union
- 105. Public Service Audio-On-Demand Service
- 106. Non-Theatric Rights throughout the World
- 107. Fee Levels

### **Section 2: Actors/ Variety Artists**

- 200. Minimum Engagement Fees
- 201. Knock on scale
- 202. Supplementary Fees
- 203. Single Programme/Episodes
- 204. Multi-episodic use for 15 minutes Programmes
- 205. Multi-episodic / Item Recording
- 206. Short single session for minor Contributions
- 207. Single Dramatic readings
- 208. Multiple Dramatic readings
- 209. Pilot programmes
- 210. Flashbacks / Flashforwards
- 211. Photographic calls
- 212. Hours of Work
- 213. Overtime
- 214. Local Radio

***Section 3: Chorus Singers - see separate Document***

***Section 4: Solo Singers - see separate document***

### **Section 5: Additional Uses**

- 500. Excerpts from Performances and Rehearsals of third party or BBC productions
- 501. Extracts
- 502. Commercials
- 503. Historic, Reminiscent and Obituary programmes
- 504. Trailers

### **Section 6: Secondary Uses**

- 600. Repeats - Core, World and Nations Services
- 601. Public Service Uses (exc repeats detailed in 600)
- 602. Commercial Exploitation (excluding Commercial Audio Recordings)
- 603. Commercial Audio Recordings

### **Section 7: General Addendum**

- 700. Travel and Allowances
- 701. In-House Training rates
- 702. Radio Drama Company (including Carleton Hobbs Bursary and Norman Beaton Fellowship)
- 703. The Archers & Ambridge Extra

### **Section 8: Terms of Agreement**

- 800. Duration and termination
- 801. Supply of information
- 802. Pension Scheme
- 803. Leave Entitlement
- 804. BBC/Equity Disputes procedure
- 805. Equal Opportunities

## SECTION 1: INITIAL TRANSMISSION/ENGAGEMENT DETAILS

**The artist's engagement fee acquires either:**

### **100. Core Services**

The BBC's core services are Radios 1, 2, 3, 4 and 5. The engagement fee entitles the BBC to transmit or permit the transmission of the artist's performance in the programme, whether live or recorded, twice (or once if applicable), by any means of analogue or digital delivery on a BBC Radio Core Service (which shall cover simultaneous transmission in other BBC services and also one transmission at different times in the BBC's UK Domestic Regions, who may defer transmission for up to 30 days). The fee covers simultaneous transmission once overseas; **or**

### **101. World Service**

World Service engagement fees grant two transmission cycles (or one transmission cycle if applicable) on payment of the same engagement fees as Core Services. A transmission cycle in the World Service shall mean unlimited transmissions within an eight day period with the intention of enabling the programme to be heard throughout the world; **or**

### **102. Public Service Digital Services**

The BBC's public service digital radio services are Radios 1Xtra, 6Music, 4 Extra, the Asian Network and Sports Extra and the engagement fees grant 1 transmission cycle. The engagement fees are based on 66.66% of the Core Service 2 transmissions engagement fee. A transmission cycle is defined as 9 transmission days, a transmission day is defined as 4 transmissions in a 24 hour period, within a 3-year term. This applies to all programmes except "filler" programmes (which are up to 2 minutes in length) where a transmission cycle is defined as unlimited use in a 3 year term; **or**

### **103. Additional arrangements for engaging artists in certain programme categories**

Engagements granting one transmission or one transmission cycle in the World Service may be offered in the following areas:

- National Regional Radio
- BBC Local Radio
- World Service (vernacular)
- Single Dramatic Readings
- Pilot Programmes
- Network Radio (up to 12 programmes per year)

Engagement fees are based on 66.66% of the Core Service 2 transmissions engagement fee; **and**

### **104. European Broadcasting Union broadcast**

Broadcasting organisations within the EBU can broadcast simultaneously or make or use a deferred recording within 1 year if full members of the EBU or 30 days if Associate Members; **and**

**105. Public Service Audio-On-Demand Service**

The recording can be made available on-demand for a period of 14 days after the broadcast as part of the BBC's public service audio-on-demand service.

(NB The engagement fees include a supplementary payment of 3% the artist's engagement fee to acquire this right); **and**

**106. Non-Theatric Rights throughout the World**

Exhibition to a non-paying or trapped audience.

**107. Fee Levels**

Where minimum fees are shown in this agreement they are negotiable taking into account a range of factors, including but not limited to the artist's established rate, the nature and weight of the artist's contribution and the artist's status within the industry.

## SECTION 2: ACTORS / VARIETY ARTISTS

### 200. Minimum Engagement Fees

The fees below are negotiable.

	<b>2 txs</b>	<b>1 tx</b>
Full Day	£231	£157
Part day	66.66% of full day fee but not less than	
	£231	£157
Part Day (World Service and Education programmes only)	£149	£100
Vernacular Services of the World Service (excluding Europe)		£96
First engagement (and under age of 18) full day fee:	£161	£106

### 201. Knock On Scale

Established rates to be increased by 2% from rates in Contributor Rights Contract  
Notice: ER 08/10 (3<sup>rd</sup> August 2010)

<b>Two Transmission Rates</b>			
<b>Aug 2010/11</b>	<b>Aug 2011/12</b>	<b>Aug 2010/11</b>	<b>Aug 2011/12</b>
£	£	£	£
220	231	279	293
221	232	283	297
224	235	287	301
226	237	289	303
229	240	295	310
230	242	297	312
232	244	304	319
237	249	306	321
243	255	309	324
244	256	310	326
247	259	314	330
251	264	317	333
253	266	318	334
255	268	323	339
257	270	333	350
263	276	342	359
269	282	354	372
271	285	358	376
275	289	367	385
276	290	368	386
278	292	385	404

<b>202.</b>	<b><u>Supplementary Fees</u></b>	<b>2 txs</b>	<b>1 tx</b>
	Additional Day	£138	£97
	Additional Part Day (recalls only)	£93	£62
	Readthrough (part day)	£88	£88

During the readthrough the artist shall not be required to rehearse or record on microphone.

**203. Single Programme/Episodes and Part-Day Fees**

A part-day fee may be paid to record one episode. Where two or more episodes are recorded the BBC may pay the artist a part-day fee for each episode and the BBC may rehearse or record throughout the period of engagement.

**204. Multi-episodic use for 15 minutes programmes**

1 episode	part day or full day fee
2 episodes	150% of relevant fee
3 episodes	200% of relevant fee
4 episodes	250% of relevant fee
5 episodes	300% of relevant fee

A maximum of 75 minutes material may be recorded over 2 days.

**205. Multi-episodic/ Item Recording**

**A Factual Programmes**

Factual programming is defined as follows: current affairs/ news, features, documentary, magazine, critical, religious, music, anthology and education/ instructional programming.

**(i) Full Day Engagement**

A total of 50 minutes material may be recorded for multi-episodic (up to 10 episodes in the same strand, series or serial) or item use but each episode/item must not exceed 12 minutes duration.

Fee

150% of Full Day Engagement fee

If the material recorded exceeds 50 minutes, an additional 10% is payable for each additional 10 minutes or part thereof or the 11<sup>th</sup> and subsequent episodes

(ii) **Part Day Engagement**

A total of 30 minutes material may be recorded for multi-episodic (up to 10 episodes in the same strand, series or serial) or item use but each episode/item must not exceed 12 minutes duration.

Fee 150% of Part Day Engagement fee  
If the material recorded exceeds 30 minutes, an additional 10% is payable for each additional 10 minutes or part thereof, or the 11<sup>th</sup> and subsequent episodes

(iii) **Short Single Session (productions for World Service only)**

A total of 10 minutes material may be recorded for multi-episode use (up to 10 episodes/ items).

Fee 150% of Short Single Session Fee  
(Referred to in 206 below)

**B. All Genres**

**Short Contribution Session**

A total of 10 minutes material may be recorded for multi-episodic use (up to 10 episodes/items) in a one hour session

Fee 150% of Short Single Session Fee  
(Referred to in 206 below)

**Repeats**

For subsequent repeats of the engagements described above, one full repeat fee shall be paid giving the BBC the right to repeat once all episodes/items recorded in the session.

**206. Short single session for minor contributions**

Up to 5 minutes material may be used in any programme, however, use is limited in drama and light entertainment to programming of a pilot or experimental nature.

2 transmissions	£156 (minimum)
1 transmission	£104(minimum)

**207. Single Episode Dramatic Reading**

The fees below acquire one transmission/cycle of a dramatic reading of poetry, fiction or short stories but excludes straight narration, Bible readings, prayers and psalms, etc.

<b>Duration of material</b>	<b>maximum studio time</b>	<b>% of 1 transmission rate</b>	<b>minimum rate - 1tx</b>
up to 5'00"	1 hour	53%	£104
5'01 - 10'00"	4 hours	66.66%	£104
10'01"-14'00"	4 hours	84%	£156
14'01 - 30'00"	9 hours	100%	£156
30'01 plus	negotiable - based on 115%/120% of 1 transmission rate		

Fees above £275 are negotiable

**208. Multiple Episodes Dramatic Readings**

For dramatic readings of more than one 15 minute episode, fees for two transmissions are as follows:

<b>Artist's 2 txs engagement fee</b>	<b>Minimum fee per episode/programme</b>
up to £292	£215
£293-£395	£234
£396 and above	£248

Readings of lengths other than those of 15 minutes will be calculated on a pro rata basis.

**209. Pilot programmes**

Pilot programmes are contracted at one transmission engagement fee rates. If the programme is subsequently transmitted, the artist's fee (if appropriate) will be increased to their two transmissions/cycles rate.

**210. Flashbacks/Flashforwards**

An extract of up to 1 minute may be incorporated in more than one episode for the purposes of flashback or flashforward on payment of £16.00 per episode regardless of whether the artist is engaged for the episode which contains the flashback or flashforward.

For the purposes of continuity between one episode of a series or serial and another, up to one minute of the previous episode may be transmitted at the beginning of the next episode without additional payment.

## 211. Photographic calls

Photographs may be taken during working periods for no additional fee and the BBC will use its reasonable endeavours to notify the artist in advance.

Outside working hours rates are payable as follows -

- |  |  |
|--|--|
| (i) on a day on which the artist is engaged      | £10.60 per hour or part thereof  |
| (ii) on a day on which the artist is not engaged | £42.60 (up to 4 hours) and additional hours at £13.20 per hour or part thereof |

NB If the location is outside the area the artist is based then the following applies: the call time will be calculated from the production base or the artist's base to the location whichever is the lesser and expenses will be paid to the location if the BBC does not provide or pay for transport. For the avoidance of doubt if the artist is required to travel to the production base in advance of travelling to the location the artist will either be provided with transport or paid expenses to the production base if this is usually provided to the artist.

## 212. Hours of Work

Unless otherwise stated the hours of work is as follows:

Full Day	7 hours work in a 9 hour period, including one break of not less than 1 hour
Part Day	4 hours
Additional Day	6 hours work out of 8 hour period, including one break of not less than 1 hour.
Short Single Session	2 hours
Work on location	in addition to the above periods an aggregate of one hour <i>may</i> be spent in travel if an artist is required on location (excluding Photographic Calls)

A location is defined as a place of work outside a 10 mile radius of Broadcasting House or agreed radius from BBC Regional Headquarters, excluding normal BBC premises.

**213. Overtime**

Overtime is payable when an engagement extends beyond the permitted time outlined above:

**(i) All engagements except those outlined in (ii) and (iii) below;**

up to 60 minutes	£8.80 per 15 minutes or part thereof
over 60 minutes and up to 120 minutes	75% of Additional Day fee
over 120 minutes and up to 180 minutes	100% of Additional Day fee

**(ii) Multi-episodic, Multiple and Item Recording sessions;**

up to 60 minutes	£8.80 per 15 minutes of part thereof
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A new session fee is payable from the end of the first session if more than 60 minutes is required.

**(iii) Short Single Session (205 A (iii) & Short Contribution (205 B)**

up to 15 minutes	£8.80 per 5 minutes of part thereof
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For overtime in excess of 15 minutes, a part day engagement fee is payable in place of the short single session and overtime.



**SECTION 3: CHORUS SINGERS / SECTION 4: SOLO SINGERS**  
**To be reviewed - see separate section**

## SECTION 5: ADDITIONAL USES

All fees quoted grant two transmissions/cycles unless otherwise stated.

### 500. Excerpts from Performances and Rehearsals of third party or BBC productions

#### (i) News Access

Rehearsals or performances may be recorded within a call time of one hour and transmitted in BBC News and Factual programmes reporting current events under the following terms:

up to 2 minutes transmission time	no payment
over 2 minutes transmission time	£23.00

Nothing in these arrangements shall prevent any artist requesting the BBC not to record a performance for this purpose. The artist shall not be required to exceed contracted duties nor alter nor repeat a performance for the purpose of retakes. The recording may be used in whole or in part as required without payment if the contribution did not attract payment in the first instance.

#### (ii) Other Programmes

For all programmes except those outlined in (i) above the following rates apply to artists recorded in rehearsals or performances whether specially staged or actuality made at the artist's place of work or recreated at another location. General "behind the scenes" activity does not attract payment.

up to 3' of transmitted material (recorded within 1 hour)	£36.70
3' – 5' of transmitted material (recorded within 3 hours)	£80.60

Stage Management / Theatre Directors:

Payment is made if their presence is necessary and required by the BBC or if they make a significant contribution to the recording. The above rates apply and acquire all rights for all purposes.

Multiples of the above fees may be negotiated as appropriate for a series of recordings made over a period of time to follow the progress of a particular production, company or management.

#### (iii) Large scale productions

There may be occasions when programmes wish to record short items of Opera, Ballet or Theatre productions featuring a large number of artists. These may include brief recordings for interval and introductory features and allied programming during relays.

Subject to the Union's consent and the agreement of the artists, a lump sum payment of not less than £224 may be made to the Company to allow an aggregate of up to 3 minutes material to be transmitted and it is the company's decision as to how the payment is allocated.

## 501. Extracts

Extracts may be taken from any BBC/BBC commissioned programmes from any media (that may or may not have already been transmitted) and may be taken from any source other than commercials and commercial audio recordings on payment of the following:

Extracts not exceeding 1 minute	£11.70
Extracts exceeding 1 minute and up to 5 minutes	£22.50

Extracts that criticise or ridicule the artist or are of a sexual nature may only be used with consent of the artist.

Extracts from television programmes may be used in radio programmes on payment of the appropriate fee above.

Extracts from radio programmes may be used in television programmes on payment of the appropriate fee outlined in the Television Agreement.

### **Further use of Extracts**

For a repeat fee of 100% of the original extract fee the BBC may acquire the right over an unrestricted period to all public service uses of the extract integrated in either a radio or television programme. The fee is payable on first use under this provision.

For a fee of 100% of the original extract fee the BBC may obtain the rights over an unrestricted period for all further uses of the extract in all media. The fee is payable on first use under this provision.

## 502. Commercials

Subject to the consent of the artist, commercials may be used on payment of the following:

Extracts	minimum £17.40
Entire commercial	minimum £23.40

### **Further use of commercials**

For a repeat fee of 100% of the original extract fee the BBC may acquire the right over an unrestricted period to all public service uses of the extract integrated in either a radio or television programme. This fee is payable on first use under this provision.

For a fee of 100% of the original extract fee the BBC may obtain the rights over an unrestricted period for all further uses of the extract in all media. The fee is payable on first use under this provision.

**503. Historic, Reminiscent and Obituary Programmes**

Brief extracts may be used without payment in programmes of an historic or reminiscent nature and for obituary programmes.

**504. Trailers**

Contributions recorded under this agreement may be used for promotional and publicity purposes by the BBC, BBC Worldwide, its licensees and assigns in trailers and promotional material for programmes, campaigns and BBC interest channels or for promotion of BBC programmes on other channels (between programmes or within review programmes) in all media without further payment provided that such use does not constitute commercial exploitation.

With the permission of the artist, recording may take place during engagements for trailer purposes without payment and may be made during a rehearsal or balance test or a previous public performance in the case of a relay of a public concert or opera.

If a session is called to record for trailer purposes only, the artist will receive one short single session fee, which grants to the BBC all rights for trailer purposes.

## SECTION 6: SECONDARY USES

All secondary use payments are based on an aggregate fee which shall be the aggregate of the Engagement, Additional Days (including recalls for recording new material) and Readthrough Fees except where otherwise stated. The aggregate fee excludes overtime, supplementary attendances (including recalls to re-record material) and flashbacks/flashforwards.

The aggregate fee for members of the Radio Drama/Schools Repertory Companies is 50% of the artist's weekly salary.

### 600. Public Service Uses

#### (A) Repeats on Core, National and World Services

Two transmissions/cycles engagement fees acquire the second transmission/cycle in the originating service. If the second transmission/cycle is not in the originating service the appropriate repeat fee is payable. A transmission cycle in the World Service shall mean unlimited transmissions within an eight day period with the intention of enabling the programme to be heard throughout the world.

##### (i) Repeats within 3 years of 1<sup>st</sup> transmission

For use of material up to 3 years from 1<sup>st</sup> transmission, the following percentages of aggregate fees apply.

##### (a) Core Services

Two txs engagement fee	33.33% for the 3 <sup>rd</sup> and subsequent tx
One tx engagement fee	50% for the 2 <sup>nd</sup> and subsequent txs

##### (b) World Service

Two tx cycles engagement fee	23% for the 3 <sup>rd</sup> and subsequent cycles
One tx cycle engagement fee	35% for the 2 <sup>nd</sup> and subsequent cycles

##### I Nations

Tx cycle (4 txs in any one Nation) 7%

##### (ii) Repeats - made 3 years or more after 1<sup>st</sup> tx

For use of material more than 3 years from the 1<sup>st</sup> transmission, the following percentage of aggregate fees apply.

<u>Years after 1<sup>st</sup> tx</u>	<u>Core Services</u>	<u>World Service</u>	<u>Nations</u>
3 - up to end of year 8	50%	40%	11%
9 - up to end of year 14	80%	65%	17%
15 - up to end of year 19	125%	110%	26%
20 - up to end of year 24	175%	160%	37%
25 - up to end of year 29	230%	215%	48%
30 - up to end of year 34	285%	270%	60%
35 - up to end of year 39	310%	295%	65%
40 - up to end of year 44	325%	310%	88%
45 - up to end of year 49	515%	500%	108%
50 plus	540%	525%	113%

## **601. Public Service Uses except Repeats on the Core, World or National Services**

### **A. Audio-on-Demand Service - Series Stacking**

Payment of 1% of the artist's 1 transmission fee (i.e. 66.66% of the 2 transmissions fee) allows a series to be made available after the broadcast of the episode of a series until 7 days after the final episode of the series is broadcast.

The payment also allows subsequent stacking with related series (e.g. the first series during the same period as the second series is made available as a series stack or the first and second series during the same period that the third series is made available as a stack).

### **B. Podcast Service**

Payment of 1% of the artist's aggregate fee, allows the programme to be made available as a podcast 14 days after the broadcast of the programme.

### **C. Radio 4 Extra**

#### **a. Premieres of Core Service commission on Radio 4 Extra**

Payment of 10% of the artist's 1 transmission fee (i.e. 66.66% of the 2 transmissions fee) allows the programme to be premiered on Radio 4 Extra and acquires the transmission cycle described in paragraph 102.

#### **b. Extended Version of a Core Service commission on Radio 4 Extra**

Payment of 33% the artist's aggregate fee allows an extended version of the Core Service commission to be broadcast on Radio 4 Extra and acquires the transmission cycle described in paragraph 102.

### **D. Additional Arrangements for Factual Programmes containing minor dramatic contributions**

On payment at point of contract of 4% of the artist's aggregate fee the BBC purchases all public service uses of the programme excluding transmissions on Radios 1 – 5, BBC 7 and the World Service for a term of 5 years from first transmission of the episode/programme.

This provision only applies to programmes of a factual nature featuring minor dramatic contributions. Factual is defined as follows: current affairs/ news, features, documentary, magazine, critical, music, anthology, religious and education/ instructional programming. A minor dramatic contribution is defined as up to 10 minutes of drama in a 27 minute episode/programme (NB this length of contribution may be pro-rated e.g. 5 minutes in a 13.5 minute episode/programme).

### **E. Collective Licence**

#### **Radio 4 Extra**

This collective licence allows previously transmitted content produced by and for the BBC to be the transmitted and made available on-demand for a period of 14 days after transmission.

The current licence agreed with Equity expires on 31<sup>st</sup> March 2013 and is administered through the British Equity Collecting Society.

## **602. Commercial Exploitation (excluding Commercial Audio Recordings)**

The following terms apply for commercial exploitation (excluding Commercial Audio Recordings).

**(i) Royalty Payments**

A 17% royalty of the gross income and deemed receipts accruing to BBC Worldwide, its licensees and assigns, will be paid in respect of any commercial activity (unless there is a specific separate agreement which varies terms e.g. commercial audio release). In the case of operas, concerts and chart-type programmes featuring both MU and Equity artists a royalty of 21% will be paid in respect of sales. In both cases the royalty shall be divided equally amongst the artists.

**(ii) Additional Use Payments**

As an alternative to the royalty arrangements, the BBC has the option to purchase the following rights on payment of the following percentages for two transmission engagement fees.

Programmes over 3 years old the aggregate fee should be adjusted under the terms of 600 (ii).

**(a) Unlimited Rights**

80% of aggregate fee for all radio rights throughout the world applies to 2 transmission engagement fees.

125% of aggregate fee for all radio rights throughout the world applies to 1 transmission engagement fees.

**(b) Limited Rights**

As an alternative to taking unlimited rights, the following percentages apply to the artist's aggregate fee and acquire 4 transmissions over a 6 year period.

	<b>2 tx eng fee</b>	<b>1 tx eng fee</b>
British Commonwealth, British Forces overseas and Eire (excluding the UK), or Australia	33%	50%
New Zealand	10%	15%
Canada	7%	10%
South Africa	7%	10%
Minor Commonwealth	10%	15%
USA and its territorial possessions	7%	10%
Rest of World (excluding UK)	16%	25%
British Forces Broadcasting Service only	16%	25%
	7%	10%

**(iv) Minor Contributions in non-drama and light entertainment programming**

On payment of 23% (or 35% for 1 tx engagement fees) of the aggregate fee all further usage of the contribution is acquired.

**(v) Compilations**

Compilation programme(s) may be edited together from programmes in the same series. Each compilation programme payment will be based on the aggregate fee of the contributor for one programme in the series.

**(vi) Non-Theatric Distribution (Programmes contracted prior to 4<sup>th</sup> August 2010)**

For content made available on a cost-recovery, not for profit basis payment will not be made to the artists, however, the licensee will use reasonable endeavours to ensure that the artists featured in the licensed material are credited.

**603. Commercial Audio Recordings**

The following sets out the terms agreed between the BBC, BBC Worldwide Ltd and Equity for the exploitation by the BBC, its subsidiaries, its licensees or assignees of the contributions of Equity-type artists.

Royalty payments are based on net receipts of those amounts actually received by BBC Worldwide in respect of the sale of the recordings less only any applicable taxes and accounting for returned (i.e. unsold) recordings.

**(a) Dramas and Multi-voice Performances**

Artists will receive a £50 advance payment to be recouped against royalty payments, such a payment shall be shared among the artists in proportion to their aggregate fee for the programme concerned for physical products (e.g. cassette, CD, DAT) only.

Royalties payable are:

- (i) 8.35% on sales in the UK, Northern Ireland and BBC Audiobooks released in North America, increasing to 9.47% after overall sales reach 20,000 copies
- (ii) 4.18% on sales (a) outside the UK, N.I. and North America, (b) through audio/book clubs and/or by mail order, (c) as budget re-issues, increasing to 4.74% after overall sales reach 20,000 copies
- (iii) 9.47% on dramas and multi-voice readings licensed to a third party in North America
- (iv) 8.35% from exploitation of the Extract rights

**(b) Single Voice Performance**

The Artist will receive a £1000 advance payment to be recouped against royalty payments for physical products (e.g. cassette, CD, DAT) only.

- (i) Royalties are payable in the UK, Northern Ireland and BBC Audiobooks released in North America as follows:
  - 4% on sales up to 50,000 copies
  - 5% on sales of 50,001 - 100,000 copies
  - 6% on sales of 100,001 - 150,000 copies
  - 7% on sales of 150,001 copies or more
- (ii) Royalties are payable (a) outside the UK, NI and North America, (b) through audio/book clubs and/or by mail order, (c) as budget re-issues as follows:
  - 2% on sales up to 50,000 copies
  - 2.5% on sales of 50,001 - 100,000 copies
  - 3% on sales of 100,001 - 150,000 copies
  - 3.5% on sales of 150,001 copies or more
- (iii) 7% on readings licensed to a third party in North America
- (iv) 4% from exploitation of the Extract Rights

**Royalty Reserve**

The BBC shall be entitled to set aside as a reserve against returns of 20% (twenty per cent) of the royalties due as shown on its first statement of account and to withhold this sum for a period not exceeding the due date for rendering the second statement of account.

### **Accounting**

BBCW will send to the Contributor within ninety (90) days after the thirtieth day of June and the thirty-first day of December in each year of the Term a Statement showing for the preceding six (6) month period. BBCW shall remit to the Contributor, with each Statement, the amount of the royalties shown to be due on such Statement.

Unless specifically requested no statements need to be rendered nor payments made in respect of any six month period in which the sum due to the Artist is less than £25 in which case the amount will be carried forward to the next six months period

The Artist or their authorised representative or agent shall upon giving the BBC prior written notice thereof but not more than once in any calendar year and during the business hours only be entitled to examine the records of account relating to exploitation of the Commercial Audio Rights which examination shall be at the expense of the Artist unless errors to the disadvantage of the Artist exceeding 10% (but subject to a minimum of £150 shall be disclosed in which case the cost of such examination shall be paid by the BBC and if no notice requiring such examination has been given to the BBC within 12 (twelve) months of receipt of any statement of account and if at the end of that period there is no other dispute relating to such statement the Artist shall be deemed to have agreed such statement and to have waived any claim in relation to it.

## SECTION 7: GENERAL

### 700. Travel and Allowances

#### (i) Travel

If an artist is required to attend at a location outside a 10 miles radius of Broadcasting House (excluding normal BBC premises) or the accepted mileage from BBC Regional Headquarters in the area concerned, the BBC shall provide or pay for second class transport. Travel time is deemed to commence at the time of departure from the appropriate railway station or point of assembly nominated by the BBC and is deemed to finish at the time of returning to this nominated point. If an artist is required to work outside the BBC area in which s/he is normally based the BBC shall either provide or pay for reasonable transport, and overnight accommodation if appropriate. If an artist is detained at work when public transport is not available the BBC shall transport the artist home or arrange accommodation.

#### (ii) Allowances

Where an artist is required to stay away from their base and if the BBC does not provide accommodation and/or meals the artist will be entitled to one of the following:

- (a) 24 hours allowance to cover bed, breakfast, lunch and dinner: £66.00, or
- (b) Where an artist stays in private accommodation: £25.00 (including breakfast).

#### (iii) Expenses Claims

Where the artist is entitled to make a claim and where the BBC does not arrange and pay for accommodation, travel or make a payment in advance, receipts must be provided for each item claimed and should be submitted as soon as possible after the expense has been incurred. A claim that is more than 3 months old will only be paid in exceptional circumstances.

### 701. In-House Training rates

Full Day	£95.80
Part Day	£55.50

### 702. Radio Drama Company

	<b>Engagement Fee</b>	<b>Engagement Period</b>	<b>Other</b>
<b>Regular Member</b>	<b>£515 per week (minimum)</b>	<b>3 months (with a notice period of one month either side)</b>	
<b>Carleton Hobbs Winner &amp; Norman Beaton Fellowship</b>	<b>£451 per week</b>	<b>5 months (including 1 week induction)</b>	<b>£500 contract completion bonus</b>

- Hours of Work: 40 hours per week averaged over a 4 week period
- Leave Entitlement: in line with Working Time Directive
- Rights acquired in engagement fees: See Section 1 of this agreement and Public Service Series Stacking and Podcasting (601A&B)

**703. Engagement Fees for The Archers and Ambridge Extra**

<b>BBC rate for 2 txs engagement</b>	<b>The Archers (acquires 2 transmissions)</b>	<b>Ambridge Extra (acquires 9 transmission days)</b>
up to £259	£237	£158
£260 - £301	£246	£164
£302 - £371	£258	£172
£372 plus	£271	£181

**Overtime**

£9.30 per 15 minutes or part there of.

An additional payment of £10.25 per episode will be paid to artists who have given 30 years or more service to the programme.

**Hours of Work**

2 hours and 15 minutes in which 1 x 15 minute episode may be recorded.

Where a 30 minute episode is recorded for an Archer's Special the artist will be paid 150% their episode fee for a 4 hours and 30 minutes recording session.

**Topical Inserts/Pick-ups**

**(a) topicals and pick ups recorded within a session for which the artist has already been engaged**

no further fee for up to 5 minutes transmitted material

**(b) topicals and pick ups recorded outside a session for which the artist has already been engaged**

Fees as outlined below allow recording of up to 10 minutes transmitted material – either:

50% fee - topicals/pick ups recording session adjacent to the original recording session, or

66.66% fee - topicals/pick ups recording session adjacent to the original recording session with lunch break in between, or

75% - topicals/pick ups recording session with one session break before/after the original recording session, or

100% fee - topicals/pick ups recording session with two sessions break before/after original recording session

**SECTION 8: TERMS OF AGREEMENT**

**800. Duration and termination**

The agreement is effective from 1<sup>st</sup> August 2011. The agreement shall continue until terminated by either party giving six months notice in writing of its termination. Either party may not give less than three months notice to seek revision of terms and conditions which have been in place for at least 12 months.

**801. Supply of information**

The BBC guarantees to keep Equity regularly informed of the number of engagements contracted under this agreement, output plans and consult on the introduction of new forms of distribution.

**802. Pension Scheme**

Where the Artist is a member of the Equity Pension Scheme and has elected to make a contribution the BBC will contribute 5% of the Artist's Basic Engagement Fee (which excludes readthroughs, additional days, short items, extracts, overtime, expenses, assembly fees and all secondary use payments) subject to a maximum contribution of 5% of three times the minimum engagement fee.

The Artist will contribute 2.5% of their Basic Engagement Fee subject to a maximum contribution of 2.5% of three times the minimum engagement fee.

The BBC will remit their contribution and the Artist's contribution direct to the Pension Fund on a monthly basis.

The Equity Pension Scheme is administered by First Act Insurance and provided by Commercial Union.

**803. Leave Entitlement**

Actors are entitled to annual paid leave in line with the Working Time Directive and not less than a half day may be scheduled.

Where possible leave should be allocated during the course of the engagement (and where engagements are for a year or longer in duration this should be the case). Days of leave taken during the engagement period shall be paid at the same rate as days of work.

Where this is not possible the following payments in respect of leave not taken apply:

£3.96 for each part day an artist works

£7.92 for each day an artist

(A part day is defined as up to 4 hours work (NB this rate can only be used for part day engagement). A full day is defined as over 4 hours work).

#### **804. BBC/Equity Disputes procedure**

In the event of a dispute between Equity and the BBC about the operation of the agreement the following procedure will be followed:

- (i) a meeting will take place between Equity officials and a senior BBC manager from the directorate involved;
  - (ii) failing resolution under stage (i) the matter will be referred to a meeting between Equity, the Head of BBC Rights Negotiation and an appropriate senior manager;
  - (iii) failing resolution under stage (ii) two options can be considered;
    - (a) to refer the matter to a joint standing committee comprising representatives of Equity and the BBC (see below), or;
    - (b) to refer the matter to ACAS for conciliation. As a final resort arbitration can be used by mutual agreement.
2. Stage 1 (i) can be by-passed by mutual agreement where the dispute involves the overall operation of the agreement.
  3. Normal working will continue while an issue is being processed through the procedure.

#### **Joint Standing Committee**

Where it is agreed that an issue will be referred to a joint standing committee under Clause 1 (iii)(a) above the procedure will work as follows;

- the joint standing committee shall consist of four representatives - two nominated by the BBC and two by Equity - joint secretaries will be appointed, one by the BBC and one by Equity
- the joint standing committee shall be established and should meet within four weeks of an issue being referred
- it should receive written submissions from each side a week in advance of the meeting
- at the meeting it should hear any further verbal submissions and have the opportunity to ask questions of either side

it will then consider the matter and make a recommendation for the settlement of the dispute within two weeks of the meeting.

**805. Equal Opportunities**

The parties to this Agreement are committed to the development of positive policies to promote Equal Opportunities and fair employment regardless of age, colour, disability, ethnic origin, marital status, race, sex or sexual orientation.

The BBC is committed to widening the talent base from which acting talent is recruited and will take practical steps to ensure that diverse talent is considered wherever appropriate. The principal criteria for casting an artist for a particular role shall be that artist's ability and the requirements of the role. The parties agree to annually monitor and review the operation of this policy.

In order to enable the casting of performers with disabilities whether or not the part specifically calls for a performer with a disability the company will make every practical effort to ensure that access to any area of audition, rehearsal or performance is available to an artist with a disability. Where disabled access is outside the company's control and is inadequate the company shall use every effort practical to effect improvements.

## Contents

	<u>Section</u>	<u>Paragraph</u>	<u>Page</u>
<b>A</b>			
Additional arrangements for engaging artists in certain programme categories	1	103	3
Aggregate fee (definition)	6	-	16
Allowances	7	700	21
Ambridge Extra	7	703	22
The Archers	7	703	22
Audio-on-Demand - Public Service - 14 days catch-up	1	105	4
Audio-on-Demand - Public Service - Series Stacking	6	601A	17
Accounting: Commercial Audio Recordings	6	603	20
<b>C</b>			
Carleton Hobbs Bursary - Radio Drama Company	7	703	21
Chorus Singers - tba (see separate agreement)	3	-	-
Commercial Audio Recordings - dramatic and multi-voice readings	6	603	19
Commercial Audio Recordings - single voice reading	6	603	19
Commercial Use payments	6	602	18
Commercial Use Payments - Limited Rights	6	602	18
Commercial Use Payments - minor contributions	6	602	18
Commercial Use Payments - Unlimited Rights	6	602	18
Commercials	5	502	14
Compilations - commercial use	6	602	18
Core Services - transmission rights	1	100	3
Cross Media Use of Extracts	5	502	14
<b>D</b>			
Disputes Procedure	8	804	24
Duration of Agreement	8	800	23
Digital Radio Services – Engagement Fees	1	102	3
<b>E</b>			
EBU	1	104	3
Engagement fees - knock on scale	2	201	5
Engagement fees – minimum episode fees	2	200	5
Engagement fees - supplementary day and part day fees	2	202	6
Equal Opportunities	8	805	25
Excerpts from Large Scale Productions	5	500	13
Excerpts from third party or BBC productions for news programmes	5	500	13
Excerpts from third party or BBC productions for non-news programmes	5	500	13
Extended Programmes - Radio 4 Extra	6	601Cb	17
Extracts	5	501	14
Extracts - cross media use of	5	501	14
Extracts - historic and reminiscent	5	503	15
Extracts - Commercial	5	502	14
			26

	<u>Section</u>	<u>Paragraph</u>	<u>Page</u>
<b>F</b>			
Factual Programmes - Public Service Rights	6	601D	17
Fee Levels	1	107	4
Filler Programmes - Public Service Digital Services	1	102	3
Flashbacks/flashforwards	2	210	8
<b>H</b>			
Historic and Reminiscent - Extract use	5	503	15
Holiday Entitlement	8	803	23
Hours of Work	2	212	9
<b>I</b>			
Item Recording	2	205	6
<b>K</b>			
Knock on scale	2	201	5
<b>L</b>			
Local Radio	2	214	11
Leave Entitlement	8	803	23
<b>M</b>			
Minimum fees	2	200	5
Multi Episode dramatic readings	2	208	8
Multi-Episodic recordings (	2	205	6
Multi-Episodic use for 15' programmes	2	204	6
Multi-Episode Recordings - World Service Only - Short Single Session	2	205	7
<b>N</b>			
News Access	5	500	13
Non-Theatric Rights Throughout the World	1	106	4
Non-Theatric Rights Throughout the World (pre August 2010)	6	602	18
<b>O</b>			
Obituary Programmes	5	503	15
Overtime	2	213	10

	<u>Section</u>	<u>Paragraph</u>	<u>Page</u>
<b>P</b>			
Part-Day Fees	2	200	5
Part Day Fees	2	203	6
Pension Scheme	8	802	23
Photographic calls	2	211	9
Pilot programmes	2	209	8
Podcast (public service)	6	601B	17
Premieres - 4Extra	6	601C	17
Public Services uses (except repeats on Core, World or Nations Service)	6	601	17
<b>R</b>			
Radio 4 Extra: Repeats - Collective Licence	6	601E	17
Radio 4 Extra: Extended Versions of Core Service programmes	6	601Cb	17
Radio 4 Extra: Premieres of Core Service programmes	6	60Ca	17
Radio Drama Company - weekly rates	7	702	21
Radio Drama Company -Carleton Hobbs Bursary	7	702	21
Readings - single episode dramatic	2	207	8
Readings - multiple episode dramatic	2	208	9
Readings - commercial use	6	602	19
Repeats - Core Services	6	600	16
Repeats - Local Radio	6	214	11
Repeats - World Service	6	600	16
Royalty provisions	6	602	18
Royalty Reserve – Commercial Audio Recordings	6	603	20
<b>S</b>			
Series Stacking: Audio On Demand	6	601	17
Short Contribution Session	2	206B	7
Short Single session for minor contributions	2	206	7
Single Programme/Episode fees	2	203	6
Single Episode Dramatic Readings	2	207	8
Solo Singers - tba - (see separate agreement)			
Supplementary payments for Engagements	2	202	6
Supply of Information	8	801	23
<b>T</b>			
Termination of Agreement	8	800	23
Transmission Rights	1	100-106	3,4
Trailers	5	504	15
Training Rates - In-house	7	701	21
Travel	7	700	21

	<u>Section</u>	<u>Paragraph</u>	<u>Page</u>
<b>W</b>			
World Service - Short Single Session	2	205	7
World Service - Repeats	6	600	16
World Service - transmission rights	1	101	3