

Silvermouse for production paperwork – Independent production companies

On-screen Sustainability form

This helpcard describes how to complete and approve an on-screen sustainability form.

The BBC has pledged to reach more audiences with content that informs and inspires them on sustainability. All the producers we work with must have a conversation with their commissioner about how they can authentically reflect sustainability or the environment in the editorial of their programme, and at the end of production we ask them to track when and how these themes appear on-screen.

To complete the form producers select from a checklist of topics related to climate change, sustainability, nature-loss and our connection to the natural world and whether they are included in a programme verbally, in dialogue or commentary, or visibly in props, backgrounds or non-verbal actions.

Completing the form will be significantly faster if the information is captured during production and editing and we recommend a senior member of the production familiar with the editorial of the finished programme is responsible for doing this.

It is a **MANDATORY** part of the commissioning process for producers to discuss with their commissioning editor how they can authentically include sustainable or environmental themes in their programme editorial. This conversation is recorded in the programme commissioning specification and referring to the topic checklist at this initial stage will make the form easier to complete at the end.

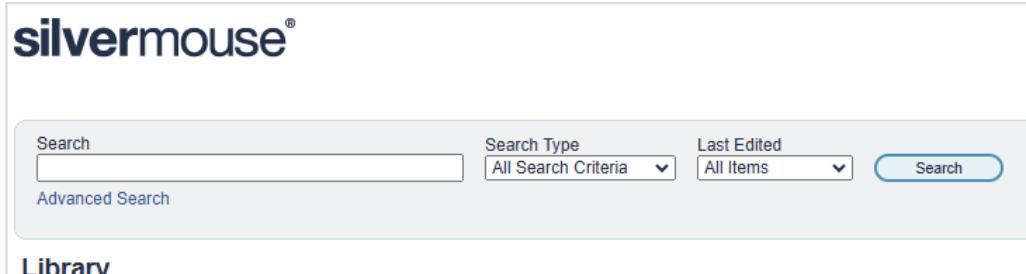
Please note: The information contained in this helpcard is for training purposes only.

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Locate your On-screen Sustainability form

→ Search for your programme either in the **Inbox** or **Library**



The screenshot shows a search interface with a search bar, search type dropdown, and a library list. The library list includes items like Billings, Contributors, Cue Sheet, Copyrights, Diversity Actual, Diversity Perceived, On-screen Sustainability, and Front Page, all issued on 18-Dec-2024. The 'On-screen Sustainability' item is highlighted with a red box.

Figure 1: Screenshot showing search box

→ Click on **On-screen Sustainability** to display the form



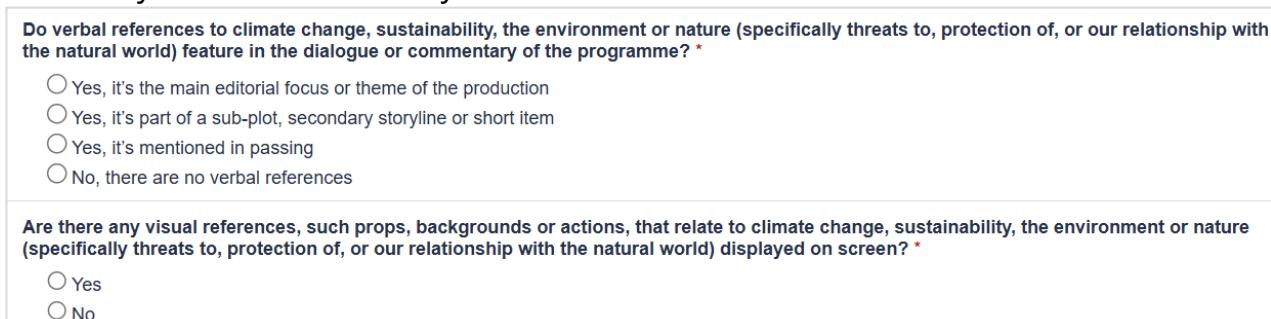
The screenshot shows a list of forms for 'NT Test 2' (1 item). The list includes Billings, Contributors, Cue Sheet, Copyrights, Diversity Actual, Diversity Perceived, On-screen Sustainability, and Front Page. The 'On-screen Sustainability' item is highlighted with a red box.

Figure 2: Screenshot showing list of available forms

Complete the On-screen Sustainability form

When completing an **On-screen Sustainability** form, the following information is required:

■ Mandatory fields are indicated by a red asterisk *



The screenshot shows two questions with tick boxes. The first question asks if there are verbal references to climate change, sustainability, the environment or nature. The second question asks if there are visual references displayed on screen.

Figure 3: Screenshot showing list of questions with tick boxes

■ Answering **Yes** to either question will prompt you to provide more information.



The screenshot shows a list of topics for reference. It asks which topics the reference or references relate to, such as climate change, nature loss, energy, and social change. There are 17 topics listed with corresponding tick boxes.

Figure 4:: Screenshot showing list of topics with tickboxes

Hover over any of the answers, help text will be shown to support you.

Multiple selections can be made

If you select **Other**, a mandatory text box will be presented for you to give more information (max 255 characters).

- If you select **No** to the two main questions, an additional question will be presented asking you if there are references to on-screen sustainability in other episodes. If you answer **No** or **One-off programme**, you will be required to briefly explain why this is (max 500 characters).

You said that there were no verbal or visual references. If this programme is the final delivered episode of the series, are there verbal or visual references to climate change, sustainability, the environment or nature (specifically threats to, protection of, or our relationship with the natural world) in previous episodes? *

Yes
 No
 Not the final episode
 One off programme

So that we can better understand any barriers to including these themes, can you briefly say why there were no references? *

Figure 5: Screenshot showing additional question window when select 'No'

- When you select **Yes**, a text box allows you to enter a brief summary of the content relating to these themes (max 1,500 characters); this is optional. You can provide a brief summary of the content related to environmental themes and a timecode for the one most significant moment or scene in the programme

All mandatory fields must be completed before the form can be saved. If you leave the form without completing these fields, your changes will be lost.

It is not possible to edit a Submitted or an Approved form. You will need to ask your BBC contact to reject a form so you can make changes to it.

Submitting the form

- ➔ When the form is complete, select **Submit to Broadcaster**

Add to work in progress | **Submit to Broadcaster** | Copy | Email to Other | PDF Version

Figure 5: Screenshot showing 'Submit to Broadcaster' button

- ➔ You will be asked if you want to submit the form.

Do you want to Submit this form?

Confirm **Cancel**

Figure 6: Screenshot showing submit box with confirm or cancel option

The form will close and you will be taken back to your **Inbox**.

Submitted forms are not displayed in the **Inbox**, but you'll be able to find it in the **Library**.

Locate an Approved On-screen Sustainability form

To locate an approved on-screen sustainability form:

- Search for your programme in the **Library**. Enter the search criteria and then click on **Approved**:

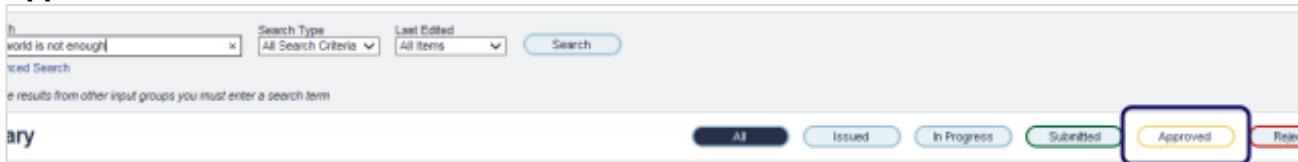


Figure 7: Screenshot showing approved button in library

- Click on **On-screen Sustainability** to display the form:

NT Test	Billings	Issued	16-Dec-2024	BBC
NT Test (1)	Contributors	Issued	16-Dec-2024	BBC Ideas (BBC Ideas)
Active (1/8)	Cue Sheet	Issued	16-Dec-2024	Commissioned [Series]
	Copyrights	Issued	16-Dec-2024	
	Diversity Actual	Issued	16-Dec-2024	
	Diversity Perceived	Issued	16-Dec-2024	
	On-screen Sustainability	Approved	18-Dec-2024	
	Front Page	Issued	16-Dec-2024	

Figure 8: Screenshot showing list of forms and on-screen sustainability form as approved

Form Status History

If you need to check who has approved a form, you can find this information in the Header.

- Click on **Form Status History**; this shows all the previous statuses of the form along with the dates and the name of who performed the status change:

The World is Not Enough : The World is Not Enough (1)		Form Status History
BBC		BBC Factual and NHU - Scotland
Series Number:	1	Status (Last Edited): Approved (18-Oct-2016)
Episode Number:	1	UID: FBAE663K/01
Billed Episode Title:	The World is Not Enough	Version Made For: BBC Public Service

Figure 9: Screenshot showing status history button

- Click on **Header** to return to the header screen

The World is Not Enough : The World is Not Enough (1)			Header
Form Status	Name	Date	
Approved	Catherine Fraser	18-Oct-2016 17:45:10	
In Progress	Catherine Fraser	18-Oct-2016 16:42:17	

Figure 10: Screenshot showing header button

Amend an Approved form

If there is a problem with the form and it has been rejected, the BBC Independent Delivery Unit (IDU) will contact you and you will be able to find the rejected form in your **Inbox**.

To make the necessary changes:

- ➡ Amend as required
- ➡ Click on **Submit to Broadcaster** to submit the form again.