Commissioning Specification

Title	
ID	
Type	TV
Production companies	
Commissioning group	
Proposal number	
BBC assignees	
Production company assignees	
Created by	
Created at	
Signed date	

Editorial

Series Number	
Episodes Please specify the number of episodes, duration and **Delivery Date** (time being of the essence). In accordance with the applicable BBC Guidelines: • Programme duration guidance • Credit duration guidance	
Does this production require access to the BBC Archive?	
Does this production require access to the BBC Archive? - Name These details will be shared with BBC Archive Services to arrange access for individuals on the production.	
Does this production require access to the BBC Archive? - Role	
Does this production require access to the BBC Archive? - Email Address	
Co-production partners (if known) and any editorial requirements	

Is this an Open University Co-production	
Is this an Open University Co-production - Please provide details **OU Delivery** **Technical requirements** Delivery date for OU Technical Requirements set out at Annex 2 and with reference to the following website: Working with the OU **Delivery Format** For the OU's delivery requirements please refer to Delivery requirements **Credit** For end credits and branding guidelines for the OU, please refer to: Crediting the OU **Call To Action** OU Call to Action to be agreed with the BBC Editorial Representative. Call to Action	
Is this an Open University Co-production - OU Delivery Date for Programme	
Is this a BBC Alba Commission	
Is this a BBC Alba Commission - Target Audience	
Is this a BBC Alba Commission - Digital Media Strategy Please detail how you intend to utilise Digital Media to complement the programme	
Is this a BBC Alba Commission - Press & Promotional Plan Please detail what plans you have concerning press / promotion / publicity aspects in relation to the programme, following discussions between the Producer and the BBC ALBA Editorial Representative.	
Pre / Post Watershed	
Programme Type Please provide a description of the type of programme, i.e. studio show, two parter, ob doc	

Topicality Please specify any relevant tie-ins: eg exhibitions, book launches, DVD releases, anniversary etc	
Topicality - Topicality Tie ins	
Editorial brief / synopsis Include target age group if applicable	
Sign off 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)	
Sign off - Please provide the name of the person who is taking such responsibility	

Creative Brief

Writer brief	
Directorial brief	
Design brief	
General casting brief	

Music Brief

Music brief	
Period / Contemporary	
Adaptation / Original	

Sustainability Brief

Take action to reduce emissions from energy and travel **MINIMISE ENERGY AND TRAVEL EMISSIONS** The BBC is committed to reducing the carbon emissions of making content, with a particular focus on energy and travel, the highest impact areas of production. Please note no diesel or petrol is to be used in generators on UK based shoots without prior agreement with the Commissioning Editor. Find guidance about reducing emissions from energy and travel.	
Please specify measures taken to reduce emissions from energy and travel	
Albert Certification All commissions are required to meet the BBC's Albert certification requirements and achieve certification through an approved Albert pathway (**Committed** or **Certified**) before delivery to the BBC. All productions are also required to complete a carbon footprint using the **Albert calculator** in accordance with the requirements and timescales of their chosen Albert pathway.	
Exempt Criteria If the production does not intend to apply for Albert Certification, please state under which of the criteria it is exempt:-	
Sustainability Policy It is mandatory for all content makers for the BBC to have a sustainability policy in place. If you do not have a policy, see our template.	
Returning Series The Producer confirms the production will endeavour to deliver with a lower carbon footprint than previous series	
Returning Series - Agreed rationale If NO, include agreed rationale following discussion with Commissioning Editor:-	
Sustainability Conversations	

Has a formal conversation about how sustainability /the environment/nature will be considered or reflected in the editorial of this project, either implicitly or explicitly, taken place between the Executive Producer(s) and Commissioning Editor?	
Sustainability Conversations - Date and attendees Please insert date and names of attendees involved in this conversation:	
Sustainability Conversations - Outcomes Please outline the outcome of the conversation and any actions agreed	

Key Approvals

Format owner Key Agreements marked as yes.	
Key on-screen Talent Key Agreements marked as yes. To be approved by BBC if not PACT/Equity standard, as amended	
Presenter(s) Key Agreements marked as yes.	
Writer(s) Key Agreements marked as yes To be approved by BBC if not PACT/WGGB standard, as amended under special term 3.2	
Key advisor(s)/ consultant(s) Key Agreements marked as yes.	
Key contributor(s) Key Agreements marked as yes.	
Director(s) Key Agreements marked as yes.	
Composer(s) Key Agreements marked as yes.	
Narrator (s)/ Voiceover(s)	

Key Agreements marked as yes.	
Source material Key Agreements marked as yes.	
Executive producer(s) Key Agreements marked as yes.	
Series producer(s) Key Agreements marked as yes.	
Producer(s) Key Agreements marked as yes.	
Director(s) of photography Key Agreements marked as yes.	
Access / Location(s) Key Agreements marked as yes.	
Telephony Service Provider Key Agreements marked as yes.	
Publicist(s) Key Agreements marked as yes. Only required in exceptional cases	
Associate/Line/Co-producer(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Supervisor(s)/Manager(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Accountant(s) Key Agreements marked as yes. Only required in exceptional cases	
First Assistant Director(s) Key Agreements marked as yes.	

Only required in exceptional cases	
Casting Director(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Designer(s) Key Agreements marked as yes. Only required in exceptional cases	
Costume Designer(s) Key Agreements marked as yes. Only required in exceptional cases	
Make Up Designer(s) Key Agreements marked as yes. Only required in exceptional cases	
Editor(s) Key Agreements marked as yes. Only required in exceptional cases	
Script Editor(s) Key Agreements marked as yes. Only required in exceptional cases	
Child Contributor(s) Key Agreements marked as yes. Only required in exceptional cases	
Key post production Key Agreements marked as yes. Only required in exceptional cases	
Other Key Agreements marked as yes.	

Compliance

Editorial compliance considerations 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* between the Producer and the BBC Editorial Representative with notes recorded in full with separate notes kept by both parties. **As recorded in full in separate notes kept by both the Producer and the BBC Editorial Representative*	
Impartiality training Impartiality training is mandatory for the Executive Producer of programmes in the following genres: News; Current Affairs; or Factual Journalism. This Commissioning Specification cannot be approved until this is confirmed Please confirm that the individual who is signing this Commissioning Specification has attended the BBC's Impartiality standards briefing for independent producers.	
Does on-screen presenter/contributor have an ownership or management relationship with the Production Company?	
Does on-screen presenter/contributor have an ownership or management relationship with the Production Company? - Relationship with Producer Enter details of the relationship.	

Health & Safety

BBC Managed Risk Programme List	
BBC Managed Risk Programme List - Please provide brief details	
BBC Health and Safety approval - 3 years expires on: BBC Health and Safety approval and risk level: (to be completed by the BBC)	
BBC Health and Safety approval - Risk level assigned: BBC Health and Safety approval and risk level: (to be completed by the BBC)	

Did significant accidents or incidents (for example those defined by RIDDOR or similar) arise during any previous production for the BBC?	
Did significant accidents or incidents (for example those defined by RIDDOR or similar) arise during any previous production for the BBC? - Please give details and actions taken	
Working excessive hours often contributes to stress and accidents, particularly if coupled with driving. Do you anticipate long working hours on this production, and if so how will you mitigate against this?	
Working excessive hours often contributes to stress and accidents, particularly if coupled with driving. Do you anticipate long working hours on this production, and if so how will you mitigate against this? - Please include details of mitigation	
Please confirm if this production involves any High Risk activities	
Please confirm if this production involves any High Risk activities - If yes, please give details and contact BBC Safety	
Please indicate whether the production involves travel to a Hostile Environment (HE) or other High Risk? If high risk and/or an HE, please email the High Risk Team.	
Please indicate whether the production involves travel to a Hostile Environment (HE) or other High Risk? - Please provide the name of the member of the BBC High Risk Team	
Name of person responsible for Health and Safety on this production/series	
Which individual or company is the competent course of advice for the Producer in relation to health and safety on this production and what is their qualifications/experience? Please include their contact details, qualifications and /or experience.	

Diversity and Inclusion

Has a conversation about measures to increase on and off screen diversity taken place? A conversation about diversity and inclusion on this programme/series should take place between the Executive Producer(s), Commissioning Editor and the Creative Diversity Partner to agree specific plans to meet the BBC's creative diversity commitments. Specific measures should be agreed and reported in progress reports.	
Has a conversation about measures to increase on and off screen diversity taken place? - Names Must include Commissioning Editor and Executive Producer as a minimum.	
Has a conversation about measures to increase on and off screen diversity taken place? - Date	
a) Onscreen diversity Has a cast / contributor list been documented, shared and discussed with the commissioner that represents our audiences?	
b) Off-screen diversity Have measures to increase off screen diversity including senior production roles (e.g. : Executive Producer, Series Producer/Editor, Producer/Director, Production Executive, Head of Production, Writer, Director, Producer, Script Editor, Story Producer, Line Producer, Head of Development, Production Manager) been discussed with the commissioner?	
c) Off-screen diversity Has the approach been agreed to achieve 25% of the production team from underrepresented categories?	
c) Off-screen diversity - If NO, please provide details	
d) Diversity development fund Has a conversation taken place about accessing the Diversity Development Fund as relevant	
Landmark Portrayal Does this programme have landmark portrayal?	

Landmark Portrayal - Detail If YES; a) please give details on the portrayal b) does this programme have off-screen representation in senior production roles and / or company leadership that aligns to the representation on-screen?	
Inclusive Production Principles In line with the requirements of the Inclusive Production Principles, were there any barriers identified to meeting the 5 principles as part of that discussion?	
Inclusive Production Principles - Details If YES please give details	
Accessibility	
TV Access Project Has a conversation with the Commissioning Editor taken place about embedding the TV Access Project 5A's on this production	
TV Access Project - Details If NO please provide details	
Accessibility on this production Has a conversation with the Commissioning Editor taken place about ensuring accessibility on this production?	
Accessibility on this production - Details If NO please provide details	
Access Coordinator Is an access coordinator being employed for this production?	
Access Coordinator - Details If NO please provide details	
Access Costs	

In line with our expectations, what access costs have been anticipated for this production?	
Access Costs - Details If NONE please provide details	
Access Costs - Complete Form	

Respect at work

Respect at work policy The Creative Industries Independent Standards Authority (CIISA) Standards (pdf). Find guidance on BBC best practice, reporting lines, policy templates and links to resources for production companies. This link should be included on all call sheets and production information so the BBC's expectations and reporting procedures are visible for teams. Please confirm that you have a Respect at Work policy, which aligns with The Creative Industries Independent Standards Authority (CIISA) Standards including procedures to address complaints, that you commit to communicating to all cast and crew on this production in advance of filming (or relevant production stage) and ensure they complete bullying and harassment training.	
Responsible for safeguarding Please name the individual(s) on the production responsible for safeguarding cast and crew	
Respect at work conversation Has a formal conversation about how Respect at Work will be ensured on this production taken place between the Executive Producer(s) and BBC Editorial Representative?	
Intimacy scenes Please indicate whether the production has scenes that involve intimacy	
Intimacy scenes - Intimacy coach Please confirm an intimacy coach will be hired	

Data Protection

Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? The Producer being the sole Data Controller will be the position for most programmes.	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Where the Producer and BBC are joint controllers:	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Producer with overall responsibility for data security - Provide their name and role In relation to the Programme Personal Data please identify who in the Producer has overall responsibility for data security and confirm that they are familiar with the Producers' Data Protection Senior Security Guidelines (pdf).	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Who in the Production team is responsible for data security on the production? Provide their name and role In relation to the Programme Personal Data please identify who in the Production team is responsible for data security on the production and ensuring that the production team are familiar with the Pan-Industry Crew Data Protection Guidelines (pdf).	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Categories of data subjects	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Types of Personal Data	

Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Special Category Data	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Purposes of Processing	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Processing by the BBC BBC Commissioning to complete	
Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? - Processing by the Producer Producer to complete	

Finance

Financial Due Diligence The Producer is responsible for its approach to appropriate financial due diligence on the production including financial sanctions screening. The Producer confirms that it has appropriate policies and procedures in place to manage its financial due diligence responsibilities including due diligence on payments made and received in the course of the production. Question: Have the risks been considered and, where relevant, will appropriate independent advice be taken?	
Financial Sanctions - Risk Assessment Please confirm you have read the Financial Sanctions - Information for Producers document above, given due consideration and assessed the financial sanctions risk.	
Financial Sanctions - Risk Assessment - Confirm No Financial Sanctions Risk If during the course of production, a sanctions risk is identified you will immediately discuss with the BBC Editorial Representative and Business Affairs Representative and follow the steps below.	
Financial Sanctions - Risk Assessment - Risk identified - Discuss approach with BBC	

The Producer confirms it has identified a risk and will discuss its approach with the BBC.	
Financial Sanctions - Risk Assessment - Risk identified - Professional sanctions screening The Producer confirms it will engage a professional screening company to undertake professional and ongoing screening prior to any payments being made or facilitated by or on behalf of the Producer to individuals, companies, organisations and entities (including banks) as part of this production.	
Financial Sanctions - Risk Assessment - Risk identified - Provide screening information to BBC The Producer will provide the BBC with all information relating to any payments assessed by the Producer as requiring professional sanctions screening prior to any payments being made including but not limited to the results of the professional sanctions screening.	
Alternative Funding Please confirm whether any alternative / additional sources of finance are applicable or anticipated for this production.	
Alternative Funding - Alternative Funding - Provide Details Please provide details of the source(s) of finance and any relevant requirements.	
UK Television Tax Relief / Skills Funds This Programme will make provision in the Budget to pay the appropriate contribution to the High-end TV Skills Fund, the Children's TV Skills Fund or the Animation Skills Fund (as applicable). Please note these are NOT the same as the Unscripted TV Screen Skills Fund.	
UK Television Tax Relief / Skills Funds - UK Television Tax Relief - Reason If no, please provide the reason why	

Safeguarding Children

Will any children (under the age of 18) be contributing or otherwise involved during production? The Producer confirms that a proportionate level of safeguarding training will be undertaken by those	

working in eligible roles on the production prior to the start of the production and will provide evidence to the BBC upon request.	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Details Supply details, age etc	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Details Supply details, age etc	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Please confirm the name of the company officer acting as safeguarding point of contact (SPOC) and whom is therefore responsible for the welfare of any children present or otherwise involved with this Programme.	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Please confirm that all Production Personnel who will come into contact with the children (under 18) are or will be familiar with the BBC Safeguarding Policy, Safeguarding Code of Conduct and with the BBC Editorial Guidelines regarding children	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Agreed to hold separate compliance meeting/discussion as follows. Who was in attendance and on which date If either: • during the editorial compliance discussions outlined above it is agreed to hold a separate compliance meeting; and/or • during the course of production, activities affecting compliance occur and were unknown at the time of the earlier compliance discussion (s), the Producer will raise these with the BBC Executive Producer any actions or measures agreed to be taken shall form part of this Agreement.	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Safeguarding concerns If during the course of production, a safeguarding concern is identified, the Safeguarding Point of Contact or Producer will report this in line with company policy, in addition to notifying the BBC Executive Producer and/or the BBC Safeguarding Team within 24 hours of the incident occurring	

Will any children (under the age of 18) be contributing or otherwise involved during production? - Child Licensing	
Will any children (under the age of 18) be contributing or otherwise involved during production? - Details If the person who signs this Commissioning Specification is not the responsible person, then, please provide the name of the responsible person.	

Pre-Production

Pre-Production first day	
Pre-Production last day	
Length and nature of total pre-production (in weeks)	

Production

Filming Type	
Filming Type - Other- please specify	
Secret filming	
Hidden camera	
Use of CCTV	
Use of drones	
Inserts Pre-existing programmes or specially shot VT	
Inserts - Location	
Inserts - Minutes or Percentage Please specify duration in minutes or a percentage.	

Videotape/film Please indicate your shooting format.	
Videotape/film - Other Please specify	
Geographical location	
Geographical location - UK Filming	
Geographical location - London based Within the M25. Specify the number of days.	
Geographical location - Non-London based Specify the number of days.	
Geographical location - Fixed location	
Geographical location - Location Name(s) If known	
Geographical location - Hostile environment	
Geographical location - Mandatory health and safety approval	
Geographical location - Foreign Filming	
Geographical location - Country Names	
Geographical location - Days in country	
Geographical location - Hostile environment	
Geographical location - Mandatory health and safety approval	
Geographical location - Visa required	
Principal Photography	

First day	
Last day	
Number of days on location	
Number of days in the Studio	
Number of shooting blocks	
Generative Artificial Intelligence Is there (or might there be) any proposed use of Generative AI in the production and delivery of the Programme which may give a false and misleading impression to the audience and/or require transparency in order to comply with the BBC's principles and guidance?	
Generative Artificial Intelligence - Set out details for discussion with BBC commissioning exec	
Telephony Services	
Telephony Services - Service Details	
Telephony Services - Service Provider	
Telephony Services - Employee responsible for the operation of the telephony services within the programme in accordance with the production agreement and BBC Guidelines	
Other technical requirements	
Satellite links	
Satellite links - Please provide details	
Online	
Online - Please provide details	

Other	
Other - Please provide details	
Other production elements	
Prize funds for Quiz or Game Show (if applicable) Please provide the amount and details	
Archive (if applicable) Please provide the type and amount	
Special Effects (if applicable) Please provide range and scale of effects	
Stunts (if applicable) Please provide range and scale	
Other specific production elements If any	
Any additional insurance required pursuant to General Term 8.1.1(b) Detail if applicable	

Post Production

Post Production First Day	
Post Production Last Day	
Post Production Brief 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	
Sound Post Production	
Title Sequence	

To include designer/style/length/etc	
Graphics & subtitling Amount and type	
CGI and visual special effects Detail	
Recaps	
Teasers	
Is there animation in the programme which would require BBC approval?	
Is there animation in the programme which would require BBC approval? - Animatics (V1 and V2) Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Is there animation in the programme which would require BBC approval? - Animation (T1 & T2) Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Is there animation in the programme which would require BBC approval? - Final picture with music Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Is there animation in the programme which would require BBC approval? - Dub Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Offline Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Online Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Grade	

Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	
Dub Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.	

Delivery and Technical

Delivery date for other technical requirements Online/Interactive elements	
Rushes Name of BBC executive rushes are to be sent to and frequency	
Delivery Format	
UHD Format	
Widescreen Requirements Is there anything not widescreen?	
Programme Stills Stills requirements vary depending on the commissioning genre. Please see the specific stills requirements for each genre along with additional picture requirements, style-guides and tools on the BBC Production and delivery website.	
Clips of the Programme **ONE** clip per episode **ONE** clip for the whole series More information about clips on the Production and delivery website.	

Credits

Special Credit Requirements	

Please list any Special Credit Requirements to appear in end credits agreed with the BBC:- Find information about BBC Credit guidelines on the BBC Production and delivery website.	
Penultimate Credit Include reference to any funders of the programme which may qualify subject to the BBC Credit Guidelines. If logo is anticipated again state.	
End card Set out end card credits - e.g. production company, BBC and any other parties who qualify for an End Card credit under the Credit Guidelines. Include if logo anticipated.	
Standard/Non Standard	

Regional Qualification

Will this Programme qualify as a "non-UK" Production as defined by Ofcom?	
Will this Programme qualify as an "out of London" Regional Production or Regional Programme as defined by Ofcom?	
Substantive business and production base The production company must have a substantive business and production base in the UK outside the M25. The production in question must be managed from that substantive base. The base will be taken to be substantive if it is the usual place of employment of: 1. i) executives managing the regional business; and 2. ii) senior personnel involved in the production in question; and iii) senior personnel involved in seeking programme commissions	
Substantive business and production base - How will the criteria be met	
Location of production budget spend At least 70% of the production spend must be spent in the UK outside the M25. For the purposes of this calculation, production spend should be based on the	

entire production expenditure, including any funding from third parties and spend outside the UK, but should exclude the cost of on-screen talent, archive material, sports rights, competition prize-money, copyright costs and any production fee.	
Location of production budget spend - How will the criteria be met and forecasted % of production spend Include detail on primary out of London qualification drivers such as post production, studio, facility vehicles, camera equipment, lighting equipment, catering etc	
Location of production talent spend 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.	
Location of production talent spend - How will the criteria be met and forecasted % of production spend	
Record of conversation Has a formal conversation taken place between the Executive Producer and the BBC Commissioning Editor about the production and talent considerations of regional qualification?	
Record of conversation - Name of person responsible for monitoring regional spend on this production /series:	
Regional Quotas	
Regional Quotas - Regional Quotas - English Regions	
Regional Quotas - Multi-English Region If Multi-English region then please specify the regions:	

Sign off on Agreed Commissioning Specification

Commissioner
On behalf of the BBC

Production Company
On behalf of the Production Company