

Schedule 1

COMMISSIONING SPECIFICATION

ALL SECTIONS TO BE COMPLETED BY THE PRODUCTION COMPANY UNLESS INDICATED OTHERWISE

1. Editorial Specification

Editorially Responsible Person for the production		
Production Company		
Programme Title		
Commissioning Network		
Genre <i>Please select genre and sub-genre</i>	<i>Drama</i>	
	<i>Entertainment</i>	
	<i>Comedy/Quiz</i>	
	<i>Non-Topical Factual</i>	
	<i>Topical Factual / Factual Journalism</i>	
	<i>Music</i>	
	<i>News & Current Affairs</i>	
No of Episodes and Required Duration	[BBC to complete]	
Delivery Date (inc. episodic delivery and all paperwork)	[BBC to complete]	
 https://www.bbc.co.uk/commissioning/radio/making-content/delivery-what-and-when		
Transmission Date	[BBC to complete]	
Distribution/RSS Plan <i>Whether RSS distribution is integral to the commission should have been specified in the Commissioning Brief and/or agreed with the commissioner/Content Discovery Team.</i> <i>If RSS release is planned, please adhere to rights requirements as set-out in the PPA/Special Terms</i>	[BBC to complete] Network, Sounds, Sounds Window [and RSS]	
Intended RSS feed if known at this stage e.g. Sport's Strangest Crimes and if distribution rights will be granted	[BBC to complete]	
Production Credit <i>Please refer to the webpage covering content credits and publicity as requirements vary:</i> https://www.bbc.co.uk/commissioning/radio/making-content/credits-and-publicity/	[] is a [] production for BBC []	
Editorial Brief / Specification		

<p><i>This will largely be as specified in the Commissioning Brief although it is important to note any modifications agreed between commissioner and the production company</i></p>	
<p>Use of Music</p> <p><i>Whilst it may not yet be possible to specify all of the music that you will use in the making of the programme, please ensure that the programme complies with the BBC's Music Policy and please note here if you are already aware that the programme will contain commercial music.</i></p> <p><i>NB: use of commercial music in <u>non-music</u> programmes must be in compliance with the relevant section of the Music Policy: Using Music in BBC Speech Audio Content (Indies).</i></p> <p><i>Where required, music to be cleared via MusicBox - https://www.bbc.co.uk/academy/bbc-musicbox/</i></p>	
<p>Clearances/Third Party Material</p> <p><i>Please note here if you are already aware that the programme will contain third-party and/or archive material. Whilst it may not yet be possible to specify all of the third-party/archive material that you intend to use, please ensure that all rights are cleared in line with Clause 6.2 of the General Terms.</i></p> <p><i>If intended for RSS distribution please keep fair dealing to a minimum unless this falls into the News, Current Affairs or Topical Factual genres.</i></p>	
<p>Editorial compliance considerations</p> <p><i>Please note any potential editorial compliance issues that either will or may foreseeably arise in connection with the Programme, and how these will be addressed, following discussions between the production company and the BBC Editorial Representative (or the BBC Editorial Representative's authorised compliance representative as notified to the production company).</i></p>	<p>[Detail any compliance considerations]</p> <p>The Executive Producer will keep the BBC's Editorial Representative across these editorial compliance considerations.</p>
<p>Editorial tie-ins</p> <p><i>Please specify any relevant tie-ins: e.g. exhibitions, book launches, anniversary etc.</i></p>	
<p>Impartiality requirements for programmes in the genres of News, Current Affairs and Factual Journalism</p> <p><i>Please confirm that the editorially responsible person who is signing this Commissioning</i></p>	<p>Confirmed: [Yes / No] or [N/A]</p>

<i>Specification has attended the BBC's Impartiality standards briefing for producers.</i>	
Does the On-Air Presenter (or their agent) have an ownership (i.e. director or shareholder) or management relationship with the Production Company?	[Yes / No]
BBC Managed Risk Programme List <i>Whether or not the commission should be on the MRPL should already have been specified/discussed with the commissioner and/or specified on the PiCoS conditional commission.</i>	[BBC to complete] [Not Applicable] or [Programme to be included on the BBC Managed Risk Programme List – include brief details]
Diversity and Inclusion <i>Diversity and Inclusion (D&I) is a creative imperative at the BBC. We are committed to serve all audiences around the UK and therefore we must also ensure that creative teams also reflect British society both on and off-air.</i> <i>We will only work with producers who have a D&I policy.</i> <i>A conversation about diversity should take place between the Executive Producer(s) and Commissioning Editor to agree specific plans as appropriate to meet the BBC's creative diversity commitments.</i> <i>ON-AIR PRESENTERS (INC CONTRIBUTORS): We expect our programmes to accurately and authentically represent and portray British society as appropriate.</i> <i>OFF-AIR: We expect our producers to reflect the make-up of our audiences in their production teams as relevant.</i> <i>Landmark Portrayal</i> <i>We define landmark portrayal where a title has an underrepresented storyline or subject matter front and centre of the content and narrative.</i> <i>Landmark portrayal titles where strong on-air storytelling is aligned with representation in senior production and / or company leadership roles are a particular commissioning focus for the BBCs.</i>	Has a conversation about measures to increase on and off air diversity taken place? Note that this conversation may have taken place as part of the pitching process or it may take place closer to the production process commencing. YES/NO/NOT YET Please insert date and names of attendees involved in this conversation: Date: Attendees: Does this programme have landmark portrayal? YES / NO If YES, (a) please give details on the portrayal (b) does this programme have off-air representation in senior production roles and / or company leadership that aligns to the representation on-air? [YES/NO]

<p>Sustainability in Editorial</p> <p><i>As part of our commissioning process all our producers must have a conversation with their commissioner about how sustainability and/or the environment can be reflected on air.</i></p> <p><u>Sustainability In Editorial</u></p>	<p>Has a conversation about how sustainability/the environment will be considered and reflected as appropriate in the editorial of this production taken place between the Executive Producer(s) and Commissioning Editor?</p> <p>Note that this conversation may have taken place as part of the pitching process or it may take place closer to the production process commencing.</p> <p>YES/NO/NOT YET</p> <p>Please insert date and names of attendees involved in this conversation:</p> <p>Date: Attendees:</p> <p>Please outline the actions that you will be taking to reflect sustainability/the environment in the editorial, regardless of whether or not a conversation has taken place:</p>
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2. Production Brief

<p>Recording Type</p>	<p>[Pre-recorded, live, as-live]</p>
<p>Secret Recording</p>	<p>[Yes/No]</p>
<p>Hidden Microphones</p>	<p>[Yes/No]</p>
<p>Generative Artificial Intelligence</p> <p><i>The BBC has issued information and guiding principles to ensure the responsible use of Gen AI technology in BBC programmes.</i></p> <p><u>Guiding principles</u></p> <p><u>The BBC's Editorial Guidance on the use of Artificial Intelligence.</u></p>	<p>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 AI principles and guidance?</p> <p>[Yes/No]</p>
<p>Pre-production consultation</p> <p><i>Please indicate treatment approval or any requirement for advance approval of script if required.</i></p>	<p>[BBC to complete]</p> <p>[Yes/No]</p>
<p>Sustainability in Production</p> <p><u>Sustainability In Production</u></p> <p><i>We have a duty to ensure we are keeping our environmental impact to a minimum, so it's vital that environmental and sustainability considerations are embedded in the way our producers work and how we work with them.</i></p>	<p>Please outline how you intend to keep the environmental impact of the production to a minimum:</p>

<p><i>We are asking the producers we work with to consider the following steps to help us reduce the environmental impact of our programmes:</i></p> <ul style="list-style-type: none"> • At the start of your production think about potential environmental impacts (from travel, energy and waste in particular) – choose to minimise negative impacts from the things you can influence; • Bring your team together – what opportunities are there for improvement? What support do you need? What changes can you make in your daily work? 	
<p>Respect at Work</p> <p>The BBC is committed to providing a working environment where people are treated with respect and extends that requirement to our Producers.</p> <p>We expect all producers to have a Respect at work policy and to ensure that that all involved in the production undertake bullying and harassment training.</p> <p>The BBC and the Producer are also committed to behaving in a respectful, professional and appropriate manner towards each other during the production and delivery of the Programme.</p> <p>You can find BBC Radio's policy on Respect at Work and what we expect of our producers here: http://downloads.bbc.co.uk/radio/commissioning/BBC_Expectations_at_Work_Policy.pdf</p> <p>This link should be included on all production information so the BBC's expectations and reporting procedures are visible for teams.</p>	<p>Please confirm that you have a Respect at Work policy, including procedures to address complaints, that you commit to communicating to all involved in this production in advance of production commencing and ensure they complete bullying and harassment training YES/NO</p> <p>Please name the individual(s) on the production responsible for safeguarding cast and crew: []</p>
<p>Health & Safety</p> <p>Have any significant accidents or incidents (for example those defined by RIDDOR or similar) arisen during any previous non-BBC productions that the BBC is not aware of?</p> <p>Please indicate whether the production involves travel to a Hostile Environment (HE) or other <u>High Risk</u>?</p>	<p>[Yes / No] (If yes please give details including what action has been taken)</p> <p>[Yes / N/A] (If Yes insert name of member of BBC High Risk Team consulted)</p> <p>If high risk and/or an HE, please email the BBC High Risk Team safetyhighrisk@bbc.co.uk</p>
<p>Production Location</p>	<p>Where will the production team be based?</p> <ul style="list-style-type: none"> ○ London

<p>We define production location as where the production team is based (i.e. their regular place of employment).</p> <p>Where this is unclear (e.g. split across multiple regions) then either a) the primary studio location or b) the registered address of the production company should be selected, whichever is most representative of where the production activity has occurred.</p>	<ul style="list-style-type: none"> <input type="radio"/> South East England <input type="radio"/> South West England <input type="radio"/> East Anglia <input type="radio"/> West Midlands <input type="radio"/> East Midlands <input type="radio"/> Yorkshire and the Humber <input type="radio"/> North West England <input type="radio"/> North East England <input type="radio"/> Scotland <input type="radio"/> Wales <input type="radio"/> Northern Ireland <input type="radio"/> Non-UK 				
<p>Data Protection</p> <p><i>Please ensure that the production team are familiar with the Pan-Industry Crew Data Protection Guidelines -</i></p> <p><i>https://downloads.bbc.co.uk/commissioning/site/crew-data-protection-guidelines-2018.pdf</i></p>	<p><i>Where the Production Company is the Data Controller (this will be the position for most programmes) - In relation to the Programme Personal Data please identify who in the production team is responsible for data security on the production.</i></p> <table border="1" data-bbox="768 848 1330 916"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Role:</td> <td></td> </tr> </table>	Name:		Role:	
Name:					
Role:					
	<p><i>Where the Production Company and BBC are joint controllers:</i></p> <p>Have the Production Company and BBC agreed to act as joint controllers of any Programme Personal Data? [Yes/No] or [N/A]</p> <p>Please confirm that the Production Company has Privacy Policies required by Data Protection Legislation to process Programme Personal Data [Yes/No] or [N/A]</p> <p>Please complete the following categories of data subjects; (List each of the types of individuals whose personal data will be processed, e.g. employees, contributors, audiences, etc.).</p> <p>[Details]</p>				
<p>Safeguarding</p> <p>Find further information on <u>safeguarding training</u>.</p> <p>For any queries regarding the BBC's Child Protection Policy please contact your BBC Editorial Representative</p> <p>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</p>	<p>Will any children (under the age of 18) be contributing or otherwise involved during production?</p> <p>If answer is either [Yes] or [Potentially]; please ensure you are compliant with the <u>BBC's safeguarding requirements</u> and complete the following sections (a) – (e).</p> <p>The Production Company 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.</p> <p>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</p>				

Executive Producer and/or the BBC Safeguarding Team within 24 hours of the incident occurring	<p>production and will provide evidence to the BBC upon request</p> <p>[No] - If the position changes during production, the steps outlined if the response had been 'Yes' or 'Potentially' must be followed in discussion with the BBC Editorial Representative.</p> <p>[Yes – supply details – age etc]</p> <p>[Potentially – supply details – age etc]</p>
(a) 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 or vulnerable adults present or otherwise involved with this Programme.	[Name / N/A]
(b) Please confirm that all production personnel who will come into contact with the children (under 18) and or will be familiar with the BBC Safeguarding Policy , Safeguarding Code of Conduct and with the BBC Editorial Guidelines regarding children	[Confirmed / N/A]
(c) 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 Commissioner and any actions or measures agreed to be taken shall form part of this Agreement.	<p>[Agreed to hold separate compliance meeting/discussion as follows:</p> <p>In attendance:</p> <p>Date: []</p>
(d) Child Licensing (where applicable to the Programme). Please note the person who applies for the child licenses is legally responsible for upholding all licensing terms. It is advised that the licence application is therefore submitted by a senior member of the production.	<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 and Young Persons Act 1963 and the relevant Children (Performances) Regulations¹ where relevant.</p> <p>[Confirmed / N/A]</p> <p>OR</p> <p>[Confirmed]</p> <p>OR</p> <p>[Alternative name]</p>
Other specific production elements (if any)	
Insurance	[Detail if applicable]

¹ The Children (Performance and Activities)(England) Regulations 2014
 The Children (Performance and Activities) (Scotland) Regulations 2014
 The Children (Performance and Activities) (Wales) Regulations 2014 ('the Welsh Regs'),
 Children (Public Performances) Regulations (Northern Ireland) 1996 ('the NI Regs'), and if not, or not applicable please provide the name of the person who is taking such responsibility.

<p>Please refer to the General Term 8.1.1.2 – 8.1.1.4 for whether any additional insurance is required.</p>

3. Key Approvals and Underlying Rights:

The BBC may require approval of the following or relevant agreements and written approval of any change to the persons named below:

	Name	Key Agreement (the terms of which must be approved by the BBC)
On-Air Presenter(s)		
Writer(s)		
Producer(s)		
Executive Producer(s) NB - In the event any on-air talent is acting as an Executive Producer or if an Executive Producer represents on-air talent, the Production Company must comply with the BBC's Executive Producer policy detailed on the Commissioning Website: https://downloads.bbc.co.uk/commissioning/site/Talent_as_Executive_Producer_policy.pdf		
Key Advisor(s)/ Consultant(s)		
Composer(s)		
Source Material		
Third Party Material		
Music Details		
Other		

4. Delivery and Technical Requirements

4.1 Please refer to the BBC Delivery Website. The site has everything you need to know about the technical requirements for the production:

<https://www.bbc.co.uk/commissioning/radio/technical-specification/>

Programme Paperwork	To be delivered no later than 2 (two) weeks after first broadcast/release. Final payments become payable upon acceptance of Full Delivery.
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	<p>You are required to deliver the following in respect of each episode of the Programme:</p> <ol style="list-style-type: none"> 1. Music Reporting in Proteus 2. Programme as Broadcast Form (also known as Running Order) in Proteus 3. Compliance Form – either signed by the Editorialy Responsible Person specified in clause 1 of the Commissioning Specification or submitted in Proteus 4. Programme Descriptions in Proteus 5. Presentation Details in Proteus 6. Programme Risk Assessment (if required) 7. For music series: Playlists/Now Playing data and Now Playing/VCS Genealogy (including Live Text) 8. All paperwork ordinarily required for all broadcasts of the Programme acquired by the BBC under the terms of this agreement.
Delivery Format and Technical Requirements	<ul style="list-style-type: none"> • Audio files should be submitted via the required BBC file transfer system or Dropbox (as confirmed by the Commissioning Network at point of commission) in the RIFF/WAV format (.wav). See Specification of the Broadcast Wave Format: A format for audio data files in broadcasting Version 2 for detail - https://tech.ebu.ch/docs/tech/tech3285.pdf • If the audio file is programme material delivered for broadcast, then the audio format for the file will be: Linear PCM, 48 kHz, 16 bit (or greater, by prior agreement). To reduce file size and so speed up file delivery over the Internet, the BBC will accept such wav files encoded to FLAC format (.flac) • In speech programmes over 15 minutes, mid-roll timecode should be inserted in iBroadcast at an editorially appropriate mid-point 35% - 65% of the way through each episode. Please see https://www.bbc.co.uk/commissioning/radio/making-content/accessing-bbc-tools-systems-and-services • For full technical specification for BBC Radio and BBC Sounds, please see Audio Quality Information and Standards • For World Service Commissions please see https://www.bbc.co.uk/commissioning/radio/documents/guidelines-to-making-programmes-for-bbc-world-servicejuly-2023.pdf • For On Demand Music Mixes please consult delivery document provided by BBC Editorial Representative
Audio Deliverables	<p>You are required to deliver the following:</p> <ol style="list-style-type: none"> 1. Full length version of each agreed episode (BBC Sounds sting where required) 2. If required, Radio or Podcast edit of each agreed episode (length to be advised). 3. If required, Ep 0/Teaser Trailer (length and content to be discussed with BBC Commissioning Representative at point of commission) with BBC Sounds sting and a call to action.

Support Materials	<p>You are required to deliver the following in respect of each episode of the Programme:</p> <ol style="list-style-type: none"> 1. Title and short description of the Programme, the issues it covers, an outline of who it features, details of any music and metadata associated with the Programme (short, medium and long form text). Broadcast programme metadata should be submitted three or four weeks before transmission for use by the Radio Times and other press outlets. Please see https://www.bbc.co.uk/commissioning/radio/making-content/delivery-what-and-when 2. Contact details of any relevant organisations featured in the Programme (including relevant web links). 3. Listening copies for Press, Commissioning Editor and Compliance Editor (if requested). 4. One photograph with rights cleared (unless such other number is agreed) per Programme or episode of the Programme for online and/or interactive publicity – such photograph to be of sufficient quality for such use. 5 Brand image with rights cleared. 1920x1080, 72dpi, RGB. No BBC blocks, should be exactly the same as the podcast image (if being supplied) when cropped to centre square. JPG and layered PSD. This will appear on all BBC platforms; and 6.Text to accompany images (if required) 						
Additional Deliverables	<p>If the commission is designated a digital priority the BBC may require some or all of the following. The commissioner or digital team will be in touch as soon as this is known.</p> <p>In addition to the Audio and Support Deliverables noted above, the Producer is required to deliver the following:</p> <table border="1" data-bbox="382 1147 1113 1253"> <tr> <td>BBC Sounds Promotional Material</td> <td>Yes/No</td> </tr> <tr> <td>Podcast Artwork</td> <td>Yes/No</td> </tr> <tr> <td>Social Media Deliverables</td> <td>Yes/No</td> </tr> </table> <p>Please see this page for details and requirements: Additional Deliverables for Commissioning Specification</p>	BBC Sounds Promotional Material	Yes/No	Podcast Artwork	Yes/No	Social Media Deliverables	Yes/No
BBC Sounds Promotional Material	Yes/No						
Podcast Artwork	Yes/No						
Social Media Deliverables	Yes/No						

Signed by
On behalf of the BBC

Print name:

Job title

Signed by
On behalf of the Producer

Print name:

Job title: