



## **WELCOME TO THE UKTV PRODUCER PACK**

We have tried to provide you with a set of documents to give you all the information you need to successfully deliver programmes to UKTV and its Channels.

The pack is meant to make it easier for production companies to budget and deliver programmes according to our requirements. It is important that you read the whole pack and ensure that the relevant people within your teams are aware of all requirements before they start work on the project.

The pack also includes key contacts for relevant UKTV departments. If you have any general questions though, please direct them to the Production Management team below:

### **KERRY WADDELL – Head of Production**

Email: [productionmanagement@uktv.co.uk](mailto:productionmanagement@uktv.co.uk)

### **ISABELLE PAVITT – Senior Production Executive**

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### **KIM ASHWORTH – Delivery Manager**

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### **CAROLINE HAUSEN – Production Co-Ordinator**

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## **GENERAL NOTES**

### **1. Schedule of Deliverables**

This sets out all the standard UKTV delivery requirements for commissioned programming including transmission, digital, press, creative & marketing. Any exceptions to this will be set out in the commissioning agreement. Failure to deliver any of these items may result in a payment instalment being withheld.

### **2. Technical Specification**

This document sets out the production & technical delivery requirements for programmes commissioned by UKTV. Failure to comply fully with the requirements may result in the supplied programme being rejected for transmission and considered as 'non-delivered' so do ask us if anything is unclear.

### **3. Title Checks**

As most broadcasters require producers to warrant that a programme title will not infringe copyright or be defamatory, or cause viewer confusion with another programme, it is prudent that producers undertake searches as detailed in this document. This forms part of your post-production paperwork delivery requirements.

### **4. Credit Guidelines**

This outlines the UKTV end credit policy. All end credits must be signed off by the UKTV Executive Producer & Head of Production/Production Executive and Compliance Advisor before being added to the programme master. Please read this in conjunction with the UKTV Technical Specification.

### **5. UKTV Originals Front & End boards – Guidelines**

UKTV Originals Front & End boards are available to download as HD animated.Mov files from the Producer Pack home page.

### **6. Production Insurance**

Once a commission is contracted, production insurance must be in place. UKTV's preferred supplier is Quartz Insurance Brokers who have a discounted production insurance scheme for UKTV commissions. If you choose not to use this scheme, cover must be provided on a like for like basis with the Quartz policy and sufficient funding for this must have been allowed for in the production budget. Any use of alternative insurance cover must be approved by UKTV. Insurance documents will need to be sent to the relevant Production Executive.

2 x docs included in the Producer Pack -

1. Insurance - Film & TV Wording
2. Production Insurance Guide for UKTV Commissioned Productions

## 7. On Music – Music Cue Sheets

This section provides information about how to complete Music cue sheets via On Music. UKTV will only accept music cue sheets completed electronically through this site.

## 8. Music Copyright

Any use of commercial music within your programme must be agreed by the UKTV Executive Producer and your production management contact. You must have a paper trail to show that all tracks used in the final programme are clear under the UKTV blanket policy. Clearance must be checked either via the BBC fast clear system or the relevant BBC music copyright representative. If you have any queries regarding the use of commercial music within your programme that BBC music copyright cannot resolve, please contact the Production Management team.

## 9. Programme as Completed Guidelines

PasC templates are provided in the Producer Pack. This section provides guidelines regarding completion of the PasC templates. Please deliver pdf scanned electronic copies of the PasC and all fully executed third party agreements at the end of production. Originals should be submitted only on written request by UKTV.

## 10. Albert Carbon Neutral Sustainable Production Certification and Carbon Offsetting

**These are mandatory as part of UKTV's deliverables.**

During pre-production, Producer will need to complete & submit the **carbon footprint** & the **Carbon Action Plan** setting out how they intend to reduce carbon emissions.

At the end of production, producer will submit data and evidence to support their sustainable commitments and the carbon footprint will be finalised. Once Albert have audited & approved the Carbon Action Plan you will be issued with the Albert 'Carbon Neutral Sustainable Production' logo.

**From the 1<sup>st</sup> April 2021** all productions must offset their remaining carbon emissions via the Albert/NCP scheme directly through the Albert website. Any commissions which transmit before 1<sup>st</sup> April 2021 will be contacted by their UKTV Production Executive to discuss offsetting. Carbon offset costs must be included in your budget. To calculate carbon offset costs please either refer to your series carbon footprint or one from a previous series. Alternatively, there is an Albert calculator available;

<https://wearealbert.org/creative-offsets/>

For more information and to sign up, please use the following web link:

<https://wearealbert.org/production-handbook/production-tools/>

## Planet Placement

UKTV is championing Planet Placement. Planet Placement is an Albert initiative to encourage & inspire the editorial community to embed the climate crisis and sustainable behaviours within the content of our programming. The Commissioning team at UKTV is committed to this initiative and we aim to drive change & normalise sustainable behaviours in this way. Planet Placement forms part of the Editorial Specification and will be discussed in your pre-production & wrap

meetings. We will also keep in touch with you via our progress reports and you will be required to include time coded references to all PP references in the billings form.

For more information, please discuss with your Commissioner/Production Executive and go to the Albert Planet Placement website: <https://wearealbert.org/planet-placement/>

**Please note that as of January 2021** you will need to demonstrate via Albert's Carbon Action Plan that the editorial ambition of the production is compatible with a sustainable climate. If you cannot demonstrate that your programme is compatible with a sustainable climate, Albert will not withhold the certification based on this question, but will work with your editorial teams in order to better understand how to achieve this.

## 11. Image Requirements for UKTV Originals

Production stills photography is very important to the successful promotion of programmes. UKTV require episodic stills delivered from all productions even if a professional publicity shoot has been set up for the programme. High quality episodic specific images are essential to feature and profile your programme.

## 12. UKTV Working with Children Policy

If you are working with children on your Production please refer to UKTV's 'Working with Children Policy', send us your 'Safeguarding Children' Policy' and discuss with relevant UKTV Commissioner, compliance and Production Executive.

## 13. On-Screen and Off-Screen Diversity Capture Report Guidelines

The On-Screen and Off-Screen Diversity Capture Report template is provided in the Producer Pack. This section provides guidelines & FAQs regarding the completion of the On-Screen and Off-Screen Diversity Capture Report template. Please deliver pdf scanned electronic copies of the On-Screen and Off-Screen Diversity Capture Report at the end of production. Originals should be submitted only on written request by UKTV. This is to gather data of all types of diversity both "On" all UKTV's programming produced, and to report who "Off" screen is creating the UKTV programmes themselves.

**Please note that UKTV will soon be using Silvermouse, please ensure that you apply relevant wording in your contracts and agreements. Please contact your production executive if you have any queries.**

## 14. E&O

UKTV advises the Production company to arrange E&O insurance for the commissioned production. Cover should be for a suitable period, for a minimum claim loss limit of £1 Million and £3 Million in the aggregate, worldwide cover including the USA.

If available, please provide a copy of the E&O Certificate at the same time as the programme master delivery and ensure that UKTV Media Ltd is included as an additional named insured on the policy.

## 15. UKTV Privacy Notice

Producers will ensure that all contributor / talent contracts and release forms will contain the link to the UKTV Commissioning privacy notice as provided below or as otherwise specified by UKTV from time to time.

<https://corporate.uktv.co.uk/article/uktv-contributor-privacy-policy/>

## 16. Templates

- PASC
- Billing form (incl episode & series synopsis, production & writer credits, cast list)
- Schedule of residuals (SoR template)
- UTV On-Screen and Off-Screen Diversity Capture Report
- UKTV Publicity Stills Log
- UKTV Privacy Notice
- UKTV original production front board (.mov)
- UKTV & International end boards (.mov)
- Progress Report