

# VIACOMCBS

## UK PRODUCTION GUIDE

VIACOMCBS UK COMMISSIONS

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## Overview

This is intended as a useful guide for all producers of commissioned content. ViacomCBS UK recognises that all productions are different and the requirements and nature of specific productions may vary. While this guide should be treated in general terms, exceptions may be appropriate or necessary. Ultimately, however, Producers must comply with the terms of the signed production agreement for the relevant Programme. The terms of the production agreement are legally binding and will always override this guidance.

## Commissioning Process

The Commissioning Editor will notify the Producer of their intention to Commission a Programme / Series. Once notified you will be required to submit an updated treatment, budget, and schedule and any underlying documents requested by your Production Manager. At this point we will jointly negotiate budget schedule and commercial terms for your production.

### Commissioning Specification Form

Once all parties agree the above, the Producer will then be required to complete a Commissioning Specification Form detailing all agreed elements of the Production.

The details of this document will then be presented to the board for approval. Once approved, the Commissioning Specification form will be signed by the Channel and returned to the Producer, at this point the Production can commence.

### BBAM

BBAMs (Business Board Approval Meetings) are where all commercial deals are approved. Once your Production is approved, you will be sent a notification from your Production Manager with the agreed terms, which will inform you that the project has been approved in line with the terms agreed on the Commissioning Specification, which will be attached.

NB. Please be aware if Production commences prior to approval being issued, it is at the risk of the Producer.

### Production Agreement

Once BBAM approval has been granted, the Business & Legal Affairs team (BALA) will issue a draft contract setting out the terms and conditions of the commission in line with your agreed Commissioning Specification form.

## Production Meetings

### Pre-Negotiation Meetings

In some instances, we will require a meeting with the Producers at the Channel's discretion. You will be notified if this is requested by your Production Representative prior to Budget Negotiations.

### Start Up Meeting

For most Productions, the Broadcaster will request a Start Up meeting. If this meeting hasn't been scheduled within a couple of weeks of your approval notification, please contact your Commissioning Editor.

## Standard Rate and Budget Requirements

Some points to be aware of when budgeting:

- Qualifying Overheads are capped at a maximum of 4%.
- The Qualifying Production Fee is 10% of budget up to £1,000,000 and 7.5% of budget exceeding £1,000,000 (total values include Production Fee). For some higher cost productions, the channel reserves the right to negotiate the production fee on a case by case basis.
- There are some standard rates applicable that we apply, please speak to your Production Manager for advice.
- For the avoidance of doubt, DUK charges are not accepted as a budgeted line.

### Fixed Price Commissions

- Your Production Manager will discuss fixed pricing prior to BBAM approval, this cannot be applied retrospectively. If a fixed price deal is agreed upon it will be confirmed in writing on the Commissioning Specification Form.

### Cash Flow

Cash Flow will be agreed during the negotiation stage by your Production Manager and should be stated clearly on the Commissioning Specification Form.

Cash Flow for Pact agreed deals can be found here:

<https://www.channel5.com/business-affairs/>

## Rights & Commercial Terms Definitions

### Channel 5 TOT

For TOT Deals, Channel 5 shall be granted an initial package of rights, including rights for the Main Channel, for UK and ROI services which fall within the definition of the Channel 5 Services. Please refer to the following link for more information:

<https://www.channel5.com/business-affairs/>

## Compliance

Respect for our viewers and contributors is at the heart of good practice. We take compliance very seriously and expect all the producers we work with to do the same. You must not do anything that could infringe any applicable laws or regulations, compromise our duty of care to contributors, breach the Ofcom Broadcasting Code or fall short of best practice. Whilst our teams are on hand to support you in delivering best practice our focus is always advising the Channel. You are obliged by the Production Agreement to ensure legal compliance – which means you must take your own specialist advice where necessary.

### Key Contracts

Please send through any key contracts including presenter agreements, access agreements and contributor contracts and releases to your Production and Legal Representatives, for their input and approval, in advance of issuing the draft to the other party. Should time restrictions require you to issue the contract to the other party prior to such approval, please submit strictly in accordance with ViacomCBS comments, and please do not sign or commit without the Channel's approval.

### On Screen Experts

Occasionally, programmes utilise the skills of experts as part of the format or style of the programme. This can be true for both commissioned programmes from the independent sector and those made in-house. These experts may be on-screen or off-screen.

The *Ofcom Broadcasting Code* requires broadcasters to avoid harm and offence being caused to audiences or contributors. Use of experts who are not appropriately qualified can lead to a breach of these requirements.

In order to ensure that you adhere to the Ofcom Broadcasting code please refer to the On and Off Screen expert guide ('**On and Off Screen Experts Guidelines**') at <https://productionmanagement.viacomcbs.uk.com>.

Please also refer to the Legal and Compliance section of the website above and the Production Agreement.

## Contributor Duty of Care

Respect for our viewers and Contributors is at the heart of good practice. You must take compliance seriously and not do anything that could compromise Contributor Duty of Care, breach the Ofcom Broadcasting Code or fall short of best practice.

Ofcom has published new Code Rules which come into force on Monday 5 April 2021<sup>1</sup> designed to ensure there is a proportionate and targeted approach towards ensuring due care is taken over the welfare of programme contributors who might be at risk of significant harm as a result of taking part in a programme, especially when they are more vulnerable, and to protect viewers from offence resulting from a perceived lack of due care to inherently or potentially vulnerable participants.

Although Ofcom has not yet published its associated Guidance for these changes, Ofcom will expect broadcasters to undertake regular and documented risk assessments based on the demands of the programme format and the personal circumstances of each Contributor and will require a clear and consistent approach as part of our duty of care and informed consent processes.

Ofcom's new rules state that Contributors must also: "be informed about the potential risks arising from their participation in the programme which may affect their welfare (insofar as these can be reasonably anticipated at the time) and any steps the broadcaster and/or programme maker intends to take to mitigate these".

Therefore, for each Contributor we must carefully consider at every stage the foreseeable potential negative outcomes for Contributors and what measures we may need to put in place to manage or reduce such outcomes and communicate these to the Contributor. We must be aware that a Contributor's circumstances may change throughout the production process which could impact on the nature and content of our Duty of Care towards them. It is not a case of "one size fits all" and constant enquiry and vigilance is required to ensure that changes are noted and further risk assessments are undertaken.

All Contributor Duty of Care considerations and interactions will need to be carefully documented throughout production including post-broadcast and the producer must ensure any concerns (however major or minor) are notified and discussed with your Channel representatives. Duty of Care will form part of programme Protocols and we will require delivery of Duty of Care documentation post-broadcast. This is a new and evolving area so we ask everyone to work with us and to be as open and collaborative as possible in order to protect the needs of our Contributors.

For further information, please contact your Content Lawyer.

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<sup>1</sup> [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0027/209565/statement-protecting-participants-in-programmes.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0027/209565/statement-protecting-participants-in-programmes.pdf)

## Child Welfare

ViacomCBS takes our responsibility to safeguard children incredibly seriously. As an organisation we believe that safeguarding is both an individual and collective responsibility.

We strive to ensure that all children with whom we engage receive equal protection from all types of harm or abuse regardless of; age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We have adopted key principles which

- support the ViacomCBS culture where safeguarding children is everybody's business
- inform all staff, including freelancers & production suppliers, of their responsibilities to safeguard children in all areas of ViacomCBS
- ensure that all production personnel staff know what to do if they are concerned about the welfare of a child or concerned about the behaviour of an adult who is working with children
- ensure staff production personnel staff know where to go for advice and support
- make clear that ViacomCBS does not tolerate in their commissions any form of child abuse including online grooming, possession and distribution of child abuse images, by anyone with a contractual relationship with the organisation, be they staff, freelancers, chaperones, independent contractors, suppliers and independent production companies

We have developed policies to ensure that this duty is fulfilled and our training programme and awareness tools reflect this. These policies apply to everyone working, or coming into contact with children, in any capacity, regardless of their employment status, seniority or role (staff, freelancers, independent contractors, suppliers and independent production company chaperones and parents).

We have developed a Code of Conduct that makes explicit the behaviour expected of our staff freelancers and production partners and supports a respectful and mutually beneficial relationship between ViacomCBS staff, children and young people. It complements the Ofcom Guidance on Protecting the under 18's. Particularly the Guidance on Rules 1 28, and 1 29. [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0017/24704/section1.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0017/24704/section1.pdf)

## Secret / Undercover Filming

All Filming Protocols should be reviewed and approved by your Legal and Production Representatives. In the event your Production requires Secret/Undercover Filming, approval will need to be sought from the Channel.

## Go Pro, CCTV and Fixec Camera Filming

Guidance around filming with Go Pro's, Fixed Camera's or CCTV can be found on the Production Hub. <https://productionmanagement.viacomcbs.uk.com>

## Blurring, Anonymising and Evergreen Versions

Where the Channel requests people (or objects) to be blurred in a programme for compliance reasons, this must be executed to a standard such that the individual would be unrecognisable to those who know them personally. This will usually require blurring not only their face but the whole head, including hair and any other identifiable features such as tattoos.

Where there is a daytime version of the programme, the Channel will require this version to be anonymised. Please contact Broadcast Operations [broadcast.operations@channel5.com](mailto:broadcast.operations@channel5.com) following BBAM approval for delivery of these daytime files. Please note Anonymising Guidelines can be found on the ViacomCBS Production Hub, Producers should adhere by these guidelines. <https://productionmanagement.viacomcbs.uk.com>

## Insurance

### Production Insurance

ViacomCBS have a production insurance programme with Media Insurance Brokers (MIB), for Productions that have 75% or more funding from the Broadcaster. It is strictly the Producers responsibility to ensure that Production Insurance is in place prior to commencement of Production. Details on how to set up your Insurance Cover will be included in the BBAM approved email.

Contact details for MIB: [notifications@mediainsurance.com](mailto:notifications@mediainsurance.com)

You will be required to send over evidence of Production Insurance to [ProductionandProgrammeManagementTeam@vimn.com](mailto:ProductionandProgrammeManagementTeam@vimn.com)

Please be aware that Invoices will only be paid on evidence of the production insurance being bound.

### Co Funded / Advertising Funded

If your programme is co/ad funded, please speak to your Production Manager prior to setting up Production Insurance for Channel Requirements.

### E&O Insurance

Please refer to the terms of your Contract for the requirements around E&O Insurance. Please note the Cost of E&O Insurance will not be accepted as a budgeted line.

## Payment Process

### New Suppliers:

You will receive an email prompt to complete your vendor registration set up via the Ariba system. Once the form has been submitted you will receive your vendor identification number and will have access to the SWIM system where you will be able to upload your invoices to your relevant purchase orders.

### Purchase Orders:

Please note that you require a Purchase Order before an invoice can be submitted. Please allow two weeks from the board approval confirmation in order to receive your PO number. Please do not submit any invoices until you have received confirmation from SWIM that the Purchase Order has been set up.

For any queries please contact:

**Channel 5 & Channel 5 Branded Channels** - [ProgrammingGBSChannel5@vimn.com](mailto:ProgrammingGBSChannel5@vimn.com)

**MTV and CC** - [ProgrammingGBSUKCluster@vimn.com](mailto:ProgrammingGBSUKCluster@vimn.com)

### Invoicing:

All producers are required to issue an electronic invoice via the SWIM portal, [theswim.viacom.com](http://theswim.viacom.com). Invoices need to be valid VAT invoices and should include the following details as a **minimum** for identification purposes:

- (i) the Production Company name & vendor number;
- (ii) the date of the Production Agreement;
- (iii) the name of the programme/series;
- (iv) a valid, unique invoice number with current date;
- (v) a valid PO number;
- (vi) the specific payment instalment to which the invoice relates;
- (vii) the contract number contained at the top of the Agreement;
- (viii) be addressed to ViacomCBS UK, Finance Department, 17-29 Hawley Crescent, London NW1 8TT.

### Payments:

Payments will only be made in line with the following:

- Production Manager's approval
- a fully executed Production Agreement
- proof of production insurance

Final payments are subject to the acceptance of the following documents:

- a final cost report with detailed variance notes OR a statement of final costs which should be sent to [ProductionManagement@vimn.com](mailto:ProductionManagement@vimn.com)
- End of Production Report
- all Post-Production Paperwork

NB: Payments will be made at the end of the month in which the milestone occurs, if an

invoice is received before the 15th of the month. If the milestone is reached and the invoice is received after the 15th of the month, payment will be made at the end of the following month. Final payments will only be paid once your Production Manager has approved your Cost Report/ Final Statement of Costs.

Other than when a title is a Fixed Price Commission, at the Channels discretion Progress Reports can still be requested. The Progress Report template can be found on the ViacomCBS Production Hub.

### Invoice and Payment Queries:

Invoice & SWIM Portal queries should be directed to [GBSBudapest@viacom.com](mailto:GBSBudapest@viacom.com).

Please ensure the email subject is: RE: (Channel Reference) / Programming / your SWIM Vendor No (enter your vendor number here if you have it) and Series/Episode Title with Brief Issue Title.

Please do not contact the Programme Management Team regarding invoice payment queries, this is solely managed through GBS Business.

### Directors UK – Commercial Fee Recharges

Channel 5, as agreed with Pact, Directors UK ('DUK'), BBC, ITV, C4 and Sky is obliged to seek payment from producers for DUK commercial fees *relating*. In turn Channel 5 pays the commercial fees to DUK on a pass-through basis following final delivery of the programme.

The commercial recharge fees are calculated by the producer using the published DUK rates card and are deducted from the final programme milestone payment invoice. The re-charge fees should not be added to the production budget but can be deducted as a cost from gross distribution income when reporting such income to Channel 5. The responsibility for applying the correct commercial fee lies with the producer and any fees shortfall may be invoiced separately by Channel 5 or recovered directly from producers by Directors UK.

For further information please refer to 'Directors UK Fees Pre & Post 1 July 2019' for a full list of current DUK Commercial Fee Rates: <https://productionmanagement.viacomcbs.uk.com> and to Directors UK website: <https://www.directors.uk.com/distribution/distribution>

### Clearances

All purchased programme materials must be cleared in line with the commercial terms established by the Production Agreement which sets out your detailed obligations in this regard. If you encounter any difficulties during production please contact your Production representative for assistance. Any changes to the terms relating to clearances must be set out in writing as an amendment to the Production Agreement. For the avoidance of doubt, we will only accept the cost of clearances for the territories being licensed by the Broadcaster under the Production Agreement.

For Channel 5 TOT commissions please also refer to Section 15. Clearances in the C5-PACT MOU: [http://wwwcdns3.channel5.com/wp-content/uploads/2016/01/11193930/C5-Pact-MOU-Published\\_Fully-Signed\\_11.9.18.pdf](http://wwwcdns3.channel5.com/wp-content/uploads/2016/01/11193930/C5-Pact-MOU-Published_Fully-Signed_11.9.18.pdf)

## **Promotional Use**

As set out in the Production Agreement, your delivery obligations include the submission of full and accurate details of all cleared materials across all territories in your final post-production paperwork (PCIS).

If there are any reasons why you cannot clear for promotional use, the Producer shall notify the Production Representatives and the Marketing Department in writing as soon as possible (but always within 24 hours of Delivery) to flag any uncleared footage. There is an obligation in the Production Agreement to ensure at least 30% of good quality archive content included in the Programme is cleared for promotional purposes.

5Creative may need to contact you for split track WAV files in order to promote the programme Final Mix 1&2, M&E 3&4, Dialogue 5&6, Sound Effects 7&8, Music 9&10.

For specific information about your obligations concerning footage delivered and promotions for the programme please go to:

<https://productionmanagement.viacomcbs.uk.com>

For further queries regarding Promotional Use for all Channels please contact [allinproduction@channel5.com](mailto:allinproduction@channel5.com)

## **Music**

### **Channel 5 Branded Portfolio Channels**

If you are using Commercial Music, please refer to ("*A Guide to Music Costs and Notes*") for the current IPC rates and licensing arrangements.

In the case of a C5 TOT deal, please refer to the terms set out in the PACT MOU:

<http://www.cdn3.channel5.com/wp-content/uploads/2016/01/11193930/C5-Pact-MOU-Published-Fully-Signed-11.9.18.pdf>.

For information on Production Music and the list of Channel 5 libraries please refer to the same notes.

If you intend to specifically commission music, please discuss this first with the Music team and your Production Representatives

For reporting/inputting music cue sheets and being set up on the Q Reporting System please e-mail [allinmusicservices@channel5.com](mailto:allinmusicservices@channel5.com)

### **Music Cue Sheets**

Information about how to be set up on the "Q" Reporting System to input music cue sheets please e-mail [allinmusicservices@channel5.com](mailto:allinmusicservices@channel5.com)

### **Comedy Central**

For further information regarding Comedy Central Music Requirements please contact [Zoe.hewlett@sky.tv](mailto:Zoe.hewlett@sky.tv) / [musiclicensing@bskyb.com](mailto:musiclicensing@bskyb.com)

## MTV

For further information regarding MTV Music Requirements, please contact Karen Adams [karen@vimn.com](mailto:karen@vimn.com) / [MMLUK&INTL@vimn.com](mailto:MMLUK&INTL@vimn.com)

## Durations & Part Times

All ViacomCBS UK Channel Durations and Part Timings can be found within the relevant Channel Spec / Presentation Guidelines : <https://productionmanagement.viacomcbs.uk.com>

If you have any queries, please contact the relevant department listed on the Contacts Page at the end of this guide.

## End Credits

End credits should be signed off by your Commissioning Editor and Content Legal & Compliance team and Broadcast Compliance Advisor (via BALA, Content Legal or Compliance). Please ensure that the specifications (duration of the end credits, layout and font) are per the Presentation Guidelines.

## Viewings - Compliance

All commissioned content will be reviewed for broadcast clearance (on behalf of the Commissioning Broadcaster) by a member of the Content Legal and Compliance team, who will be assigned to your commission prior to delivery of the final programme/s, as set out above. However, it is the Producer's obligation to ensure the content delivered as part of the Programme Materials is compliant with all laws and regulations, including broadcast regulations (e.g. the Ofcom Broadcast Code).

Subject to specific exceptions that may be agreed in advance, material submitted will be reviewed as soon as practical, however we cannot guarantee that feedback will be provided earlier than three clear business days from receipt. This timeframe must therefore be factored into your edit schedule. The number of viewings required by the Content Legal and Compliance team will vary depending on the content of the production. In general, however, once your Commissioning Editor has provided notes, the most advanced cut should be forwarded for clearance to be viewed at least once by a member of the Content Legal and Compliance team. If in doubt, please contact a member of this department, details for which found at the end of this document.

## Delivery Dates

The delivery dates set out in the Production Agreement are a fundamental term agreed between the Producer and the Channel. As stated in the Production Agreement, timing is of the essence in respect of all deliverables.

With pre-recorded Programmes, the channel requires a minimum of four weeks between delivery and transmission. If you require dispensation for fast turnaround productions, approval must be given by Broadcast Operations Representative.

- a) It is vital that the delivery dates set out on the Commissioning Specification Form and the Production Agreement, as agreed with the Channel, are realistic and achievable.

- b) If a producer does not deliver by the dates referred to in point a this constitutes breach of contract.
- c) Subject to the terms of the Production Agreement, any agreed Amendment to the contractual delivery dates may be subject to Channel's right to re-charge to the Producer costs associated with late delivery. Please contact the Broadcast Operations Team to seek approval and amend the contractual delivery dates [allinbroadcastoperations@channel5.com](mailto:allinbroadcastoperations@channel5.com)

#### Delivery Queries:

**Channel 5** - [allinbroadcastoperations@channel5.com](mailto:allinbroadcastoperations@channel5.com)

**MTV and CC** - [GCS\\_AMS\\_Contentops@vimm.com](mailto:GCS_AMS_Contentops@vimm.com) & [Dave.Ritchie@comedycentral.co.uk](mailto:Dave.Ritchie@comedycentral.co.uk)

### Competitions

If the Channel decide to include a competition in the series, the Producer will need to deliver the programme to accommodate it. Any additional work/cost in creating the competition VT is offset by savings of producing a programme with a reduced running time, so we treat this as a neutral cost to the producer.

#### **When creating your series please note:**

- a) The competition is delivered separately to the programme (60" Competition and 30" re-cap)
- b) 60" is subtracted from the running time in part 2 and 30" from part 3 (90" total).
- c) No music overruns from the ends of part 2 and 3 into the bumpers as C5 will insert the competition between the two.

The Interactive Solutions team will be in touch regarding the competition to find out your edit schedule and deadlines for receiving competition assets. If you have any questions in the meantime, please contact

**Interactive Solutions Manager** - [zoe.mee@channel5.com](mailto:zoe.mee@channel5.com)

**Interactive Solutions Executive** - [rebecca.duffield@channel5.com](mailto:rebecca.duffield@channel5.com)

### Product Placement

Producers may propose product placement arrangements for Channel approval. Should you wish to discuss any Channel Guidelines on Production Placement please contact your Production Representative.

### Press, Publicity, Marketing & Social

It is obligatory to provide a synopsis, high quality and high resolution images to promote your programme - with all necessary clearances and approvals in place. We reserve the right to withhold payments if poor quality and/or low quantity images are delivered. The synopsis

should be at least 100 words for a series, and 300 words per episode. This series synopsis should be sent to [PI@channel5.com](mailto:PI@channel5.com) at the earliest convenience.

**NB.** Billings must be submitted to your Press Representative at the same time of submission of the Programmes Masters.

The Picture Desk work in Press and Publicity and work across all ViacomCBS UK Channels. The team will help discuss all Photography requirements throughout the Production. They can also discuss the correct possible photography for the shoot. All pictures shot and provided must be approved and signed off by talent or contributors that feature in the programme. High Res Screen Grabs are not acceptable.

- Please refer to Photography Requirements Guidelines available (**Photography Guidelines**) on <https://productionmanagement.viacomcbs.uk.com> for more information and contact details.

For full details please refer to the Production Agreement delivery requirements.

On most occasions the Producer will be able to meet a representative from the Picture Desk at the Start Up meeting. We recommend that the Producer contacts the Picture Desk prior to the Start Up meeting as well as at the start of production.

They can be contacted on [pictures@channel5.com](mailto:pictures@channel5.com) (for Channel 5 Commissions) and [BrandPRUK@vimn.com](mailto:BrandPRUK@vimn.com) (for MTV and CC UK Commissions)

Episodic synopses should be sent over with delivery of Master Programmes no later than 4 weeks prior to transmission. Any other additional useful information (character/presenter bios, exclusive/new lines) will also help us to promote the show and should also be sent over at that time.

Please refer to Photography Requirements Guidelines available (**Photography Guidelines**) on <https://productionmanagement.viacomcbs.uk.com> for more information and contact details. Please do not send in altered, green screen or composite photos as these will not be used. The Campaign Stills Producer [pictures@channel5.com](mailto:pictures@channel5.com) is always happy to discuss your photography strategy in advance of filming.

Please follow this link in order to be able to view more information regarding the channels press and publicity requirements <https://productionmanagement.viacomcbs.uk.com>

#### Use of Web Addresses & Twitter- Channel 5

Should you wish to add a graphic with your programme's website address (e.g.: [www.channel5.com/nightmareneighbour](http://www.channel5.com/nightmareneighbour)) or any twitter tags to the body of your show you should contact Channel 5 Presentation. They will normally suggest that a graphic with the website/twitter address is added during playout and that it is NOT superimposed in the body of your show. This gives us additional flexibility and reduces costs should changes be required further down the line. Should you have any queries regarding this, please speak to Channel 5 Presentation directly.

#### Use of Web Addresses & Twitter- Comedy Central

Hashtags need to be approved by the Comedy Central Digital Content Team. Please contact Cal King for more information: [cal.king@comedycentral.co.uk](mailto:cal.king@comedycentral.co.uk)

## Use of Web Addresses & Twitter- MTV

Hashtags must be approved by the MTV Digital Content Team. Please contact Chris Smith for more information [chris.smith@vimn.com](mailto:chris.smith@vimn.com)

## Digital Content

The producer should provide to [allinsocialuk@viacom.com](mailto:allinsocialuk@viacom.com) an accurate Time Code In and Time Code Out of the final delivered file for one “highlight clip” from each episode of the series / each programme commissioned for use within digital marketing and promotion. This highlight clip should be fully cleared for use within social media (including, but not limited to, Facebook, Instagram, Twitter and YouTube). Please refer to the Production Agreement for further details. This clip can be anything from 30” to 3’30” and should be a strong, impactful, sharable moment from the episode that will specifically appeal to audiences on social media platforms, selected at the producer’s discretion. For any questions regarding digital content, please contact [C5Social@channel5.com](mailto:C5Social@channel5.com)

With Comedy Central and MTV UK Commissions where possible all material should be cleared in line with your Production Agreement. If this isn’t possible Producers will need to raise this with: [Simon.Foster@vimn.com](mailto:Simon.Foster@vimn.com) and [allinproduction@channel5.com](mailto:allinproduction@channel5.com)

## VoD Image Guidelines

For all the digital platforms it is essential to have strong photography / artwork at high resolution. It directly impacts the success of your programmes on My5 as well as enabling viewers to discover new shows and decide what to watch.

Your programmes are made available on My5, our video on demand service. My5 is available across a wide range of platforms and apps including Sky, Virgin, Now TV, YouView, Amazon, Apple (iPhones, iPads and Apple TV), Android (mobiles and tablets) as well as on the websites My5.tv and Milkshake.tv. Programmes for Comedy Central and MTV will also be available on our carriage affiliates (such as Sky (and its Now TV Service), Virgin, and BT) video on demand catch up and box set services.

The quality of images affects a show’s appeal. It also impacts which programmes are selected for promotion outside of our own services – Sky, Virgin, Apple and Amazon provide opportunities to showcase programmes on their services – but only those with strong artwork are considered as they are competing with the programmes from other channels.

Please see the ‘VoD Image Guidelines’ Doc for full details of what is required. This is available here: <https://productionmanagement.viacomcbs.uk.com>

## Deliverables – Channel 5

Delivery Specifications ‘Channel Deliveries’ can be found here <https://productionmanagement.viacomcbs.uk.com>. For additional queries please contact: [allinbroadcastoperations@channel5.com](mailto:allinbroadcastoperations@channel5.com)

## Paperwork Deliverables:

### PCIS

- A completed “Programme-As-Completed” Form via ViacomCBS online system go to <https://productionmanagement.viacomcbs.uk.com> including a completed Content Compliance Form and incorporating a set of production credits and a music cue sheet to enable the Channel to comply with its obligations to collecting societies. Copies of any exemption forms as detailed in the Technical Specifications which will need to be agreed by the Channel prior to production.

### DIAMOND DIVERSITY

- Diamond forms are submitted via the Silvermouse platform. These should be completed within two weeks of the delivered TX master file.

### ALBERT SUSTAINABILITY

- A Predicted Carbon Footprint and an Actual Carbon Footprint are submitted using the Albert Carbon Calculator - <https://calc.wearealbert.org> The Predicted Footprint should be completed during pre-production and the Actual Footprint should be completed within two weeks of the delivered TX master file. To create an account, please contact [albert@bafta.org](mailto:albert@bafta.org)

### Music Reporting

#### Music Cue Sheets

Information about how to be set up on the “Q” Reporting System to input music cue sheets please e-mail [allinmusicservices@channel5.com](mailto:allinmusicservices@channel5.com)

### Scripts

- A full timecoded Post Production Script needs to be sent to [rbm.uk.as.programme.materials@ericsson.com](mailto:rbm.uk.as.programme.materials@ericsson.com) AND [Postproductionpaperwork@vimn.com](mailto:Postproductionpaperwork@vimn.com) as close to or after delivery but before TX.

### Final Cost Report / Statement of Final Costs

- Cost Reports or Statement of Final Costs (Fixed Price Commissions) should be delivered to [ProductionManagement@vimn.com](mailto:ProductionManagement@vimn.com)

In order to understand your delivery requirements, you are advised to check the latest Technical Standards for Delivery documents that can be found at: <https://productionmanagement.viacomcbs.uk.com>

Should your programme/s fail QC please note that this will incur additional costs to your production which will need to be paid for outside the production budget.

## Deliverables (MTV and Comedy Central)

Full Technical Specification details can be found in the Comedy Central UK and MTV UK delivery specifications here: <https://productionmanagement.viacomcbs.uk.com>

## Deliverables – Comedy Central and MTV Paperwork

### Billings / Episodic Information Document

The Episodic Information document, containing the episode number, titles and synopsis, must be delivered on the same day as the TX Master.

Please deliver to: [GMS\\_AMS\\_Contentops@vimn.com](mailto:GMS_AMS_Contentops@vimn.com)

### PCIS

All post-production paperwork to be submitted onto the PCIS system within two weeks of the TX Master being delivered. To complete your paperwork register your production on: <https://productionmanagement.viacomcbs.uk.com>.

Enquiries can be sent to: [PostProductionpaperwork@vimn.com](mailto:PostProductionpaperwork@vimn.com)

### Music- Comedy Central UK

For the UK and EIRE version of this production, you will need to co-ordinate with the SKY music reporting department ([musiclicensing@bskyb.com](mailto:musiclicensing@bskyb.com)) to submit music cue information for all UK TX versions of each episode into Soundmouse.

It is worth noting that for the UK and EIRE version of this production, you are able to take advantage of Sky's wide-ranging music blanket agreements which enable the inclusion of commercial and production library music options at no cost to your production budget for broadcast on Comedy Central channels and platforms. Please contact [musiclicensing@bskyb.com](mailto:musiclicensing@bskyb.com) where a member of Sky Music team will provide you with further details of the services offered and answer any music queries you may have.

### Music - MTV UK

You will need to co-ordinate with the Music & Media Licensing (MML) department to submit a music cue sheet for each episode into Q. Please contact - [MMLUK&INTL@vimn.com](mailto:MMLUK&INTL@vimn.com)

## End of Production Reporting / Regional Productions

ViacomCBS is committed to working with regional producers/productions. In order to qualify as a Regional Production, the following OFCOM criteria must apply:

1. The production company must have a substantive business and production based in the UK outside the M25. A base will be taken to be substantive if it is the usual place of employment of executives managing the regional business, of senior personnel involved in the production in question, and of senior personnel involved in seeking programme commissions.

2. At least 70% of the production budget (excluding the cost of on-screen talent, archive material, sports rights, competition prize-money and copyright costs) must be spent in the UK outside the M25.
3. 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. Freelancers without a usual place of employment outside the M25 will nonetheless count for this purpose if they live outside the M25.

Where your programme is commissioned as a Regional Production, this must be logged on the Commissioning Specification and the programme must be produced and delivered as a Regional Production, as a key contractual obligation. You will be required to deliver, as part of Paperwork Delivery, a Final End of Production Declaration Form which includes details as to exactly how the programme has met such requirements (including the Substantive Production Base address and actual %s of crew and spend that have been incurred in all regions). This information is reported to Ofcom by Channel 5 as part of its Ofcom PSB Licence so timely and accurate reporting by producers is essential.

Please note, Production personnel will be carrying out audits to ensure the Producers are compliant with the OFCOM Regional requirements.

For more information including the Pan-PSB Broadcaster Guidance note, please see the Regional Productions section of the website at: [http://wwwcdns3.channel5.com/wp-content/uploads/2016/01/13141007/MOL\\_C5-Guidance-on-Ofcoms-Request-for-Additional-Information\\_NK\\_9.11.18.pdf](http://wwwcdns3.channel5.com/wp-content/uploads/2016/01/13141007/MOL_C5-Guidance-on-Ofcoms-Request-for-Additional-Information_NK_9.11.18.pdf).

## **Project Diamond – Channel 5, MTV and CC UK**

Project Diamond, the industry wide Diamond monitoring project aimed at providing detailed, consistent and comprehensive monitoring and reporting of diversity in programmes made for the UK market. This is aimed at generating a near-comprehensive picture of who works on and features in programmes made in the UK; such information can then be used to help improve diversity of representation and involvement in TV production and on-screen.

We require all production companies commissioned by us to complete all information requests for Diamond. Production companies should ensure they have sufficient staff trained in completing these requests. There are two types of information request: actual data, a record of who actually appears in a programmes, the completion of which is mandatory; and perceived data - all participants in making a programme should be asked to complete an information request. The Silvermouse diversity forms are set up soon after the production is commissioned by the Production Management team.

Production teams must create their own personal login details. To access the Silvermouse system use the following link: [www.silvermouse.com](http://www.silvermouse.com)

User Guides can be located within the Silvermouse portal.

For further information on completing Diamond information requests, please contact: [ProductionManagement@vimn.com](mailto:ProductionManagement@vimn.com)

## Albert

Albert is a BAFTA association of the UK's largest production companies and broadcasters working to raise the profile of sustainability across the industry. The scheme intends to provide our production partners with the necessary expertise and opportunities to significantly reduce the environmental impact of the production process and increase audience engagement with sustainability.

It is a requirement for our production partners to complete a predicted and final carbon footprint using the Albert Carbon Calculator, a free online resource and the industry-standard environmental impact assessment tool for TV productions. A predicted footprint must be created during pre-production, which will help significantly when completing the final footprint and will inform decisions on how best to cut the carbon footprint during production. The predicted and completed footprint needs to be appraised by an Albert reviewer nominated by the production, which will then be reviewed by an external auditor.

To set up a new account, or to find out if your production company is already signed up, contact [albert@bafta.org](mailto:albert@bafta.org). As a member of the Albert Consortium, their resources are available to our production partners. The team at BAFTA Albert provide guidance on how to complete the footprint and answer any questions you may have, the Albert Consortium also offers Albert sustainable production training free of charge, please sign-up here <https://wearealbert.org/about/free-training/>

For any additional support, please contact [postproductionpaperwork@vimn.com](mailto:postproductionpaperwork@vimn.com)

Albert certification is voluntary, which allows productions to use the Albert logo on their end credits. However, please note the submission of a final carbon footprint does not entitle a programme to use the Albert logo onscreen. For information on how to achieve Albert certification, please contact Sustainable Production Co-ordinator, Charlotte Westlake, [CharlotteW@bafta.org](mailto:CharlotteW@bafta.org) during pre-production. If opting to achieve Albert certification, please send the signed certificate to [PostProductionpaperwork@vimn.com](mailto:PostProductionpaperwork@vimn.com)

### **Contacts and Further Guidance**

Carbon Calculator - <https://calc.wearealbert.org/uk/>

Albert Production Handbook - <https://wearealbert.org/production-handbook/>

## Useful Contacts/ Production Representatives

<b>General production queries</b>	<a href="mailto:ProductionManagement@vimn.com">ProductionManagement@vimn.com</a>
<b>Commissioning Department Assistants</b>	<a href="mailto:Sharon.Lewin@channel5.com">Sharon.Lewin@channel5.com</a> <a href="mailto:Joselyn.Torres@channel5.com">Joselyn.Torres@channel5.com</a> <a href="mailto:Siobhan.Aldred@channel5.com">Siobhan.Aldred@channel5.com</a>
<b>Business Affairs:</b> Channel 5:	<a href="mailto:BusinessAffairsEnquiries@Channel5.com">BusinessAffairsEnquiries@Channel5.com</a>
MTV: Comedy Central:	<a href="mailto:landau.michael@vimn.com">landau.michael@vimn.com</a> <a href="mailto:Daniel.Gosland@comedycentral.co.uk">Daniel.Gosland@comedycentral.co.uk</a> <a href="mailto:Ollivier.Sophie@vimn.com">Ollivier.Sophie@vimn.com</a>
<b>Content Legal Advice</b>	
Channel 5:	<a href="mailto:C5 - Content Legal Advice ContentLegalAdvice@vimn.com">C5 - Content Legal Advice ContentLegalAdvice@vimn.com</a>
MTV & Comedy Central:	<a href="mailto:Luke.Briers@vimn.com">Luke.Briers@vimn.com</a> <a href="mailto:deicke.doreen@vimn.com">deicke.doreen@vimn.com</a>
<b>Channel 5 Music Queries:</b>	<a href="mailto:allinmusicservices@channel5.com">allinmusicservices@channel5.com</a>
MTV Music Queries: Comedy Central Music Queries:	<a href="mailto:MMLUK&amp;INTL@vimn.com">MMLUK&amp;INTL@vimn.com</a> <a href="mailto:musiclicensing@bskyb.com">musiclicensing@bskyb.com</a>
<b>Delivery / Tech Spec Enquiries:</b>	
Channel 5:	<a href="mailto:Alfie.Sanderson@channel5.com">Alfie.Sanderson@channel5.com</a> <a href="mailto:allinbroadcastoperations@channel5.com">allinbroadcastoperations@channel5.com</a> <a href="mailto:allinprogrammecompliance@channel5.com">allinprogrammecompliance@channel5.com</a>
MTV and Comedy Central	<a href="mailto:GCS_AMS_Contentops@vimn.com">GCS_AMS_Contentops@vimn.com</a> <a href="mailto:Dave.Ritchie@comedycentral.co.uk">Dave.Ritchie@comedycentral.co.uk</a>
<b>Press Marketing and Digital:</b>	
Channel 5 Press:	<a href="mailto:press@channel5.com">press@channel5.com</a> <a href="mailto:C5Social@channel5.com">C5Social@channel5.com</a> <a href="mailto:allinproduction@channel5.com">allinproduction@channel5.com</a>
MTV & Comedy Central Press & Digital	<a href="mailto:Amanda.Browne@comedycentral.co.uk">Amanda.Browne@comedycentral.co.uk</a> <a href="mailto:Emily.Holmes@vimn.com">Emily.Holmes@vimn.com</a> <a href="mailto:cat.collins@comedycentral.co.uk">cat.collins@comedycentral.co.uk</a>
<b>VOD:</b>	
Channel 5: MTV & CC UK:	<a href="mailto:VodContent@channel5.com">VodContent@channel5.com</a> <a href="mailto:James.King@vimn.com">James.King@vimn.com</a>
<b>Post production queries</b>	<a href="mailto:PostProductionpaperwork@vimn.com">PostProductionpaperwork@vimn.com</a>