

Commissioning Specification

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

Editorial

Episodes BBC Commissioning to complete. Please specify the number of episodes, duration and Delivery Date (time being of the essence). Technical Specification	
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	
Transmission Date BBC Commissioning to complete	
Editorial brief / specification This will largely be as articulated in the response to the Commissioning Brief although it is important to note any modifications agreed between commissioner and the production company.	

Distribution / RSS Plan BBC Commissioning to complete. 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. If RSS release is planned, adhere to rights requirements as set-out in the PPA/Special Terms .	
Intended RSS feed (if known) BBC Commissioning to complete. If known at this stage e.g. Sports Strangest Crimes and if distribution rights will be granted.	
Clearances/ Third-Party Material	
Editorial tie-ins Specify any relevant tie-ins: e.g., exhibitions, book launches, anniversaries.	
Use of Music	
Sign off Impartiality (News/Current Affairs/Factual Journalism) If the title is a News, Current Affairs or Factual Journalism independently-produced title, please confirm that the editorially responsible person named has attended the BBC's Impartiality standards briefing for producers.	

Sustainability Brief

Sustainability in Editorial - conversation status 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? 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.	
Sustainability in Editorial - conversation status - Date and attendees	

Sustainability in Editorial - actions Outline actions to reflect sustainability/the environment in the editorial.	
Sustainability in Production Please outline how you intend to keep the environmental impact of the production to a minimum:	

Key Approvals

On-Air Presenter(s)	
Writer(s)	
Producer(s)	
Executive Producer(s)	
Key Advisor(s) / Consultant(s)	
Composer(s)	
Source Material	
Third Party Material	
Music Details	
Other	

Compliance

Editorial compliance considerations	
Impartiality (News/Current Affairs/Factual Journalism) If the title is a News, Current Affairs or Factual Journalism independently-produced title, please confirm that the editorially responsible person who is signing this Commissioning Specification has attended the BBC's Impartiality standards briefing for producers.	

On-Air Presenter ownership/management relationship with the Production Company? Does the On-Air Presenter (or their agent) have an ownership (i.e. director or shareholder) or management relationship with the Production Company?	
On-Air Presenter ownership/management relationship with the Production Company? - Provide details	

Health & Safety

BBC Managed Risk Programme List BBC Commissioning to complete.	
BBC Managed Risk Programme List - Brief details	
BBC Health and Safety approval BBC Commissioning to complete. BBC Health and Safety approval expires on:	
Risk level BBC Commissioning to complete. BBC Health and Safety risk level.	
Significant past accidents/incidents? 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?	
Significant past accidents/incidents? - Please give details including what action has been taken	
Travel to Hostile Environment or High Risk? 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 BBC High Risk Team safetyhighrisk@bbc.co.uk	

Travel to Hostile Environment or High Risk? - BBC High Risk Team contact name Please provide the name of the member of the BBC High Risk Team consulted.	
Insurance (additional requirements if applicable) Please refer to the General Term 8.1.1.2 - 8.1.1.4 for whether any additional insurance is required.	
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

D&I conversation held? 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.	
D&I conversation held? - Names of attendees	
D&I conversation held? - Date of conversation	
Does this programme have landmark portrayal?	
Does this programme have landmark portrayal? - Portrayal details 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?	

Respect at Work

Respect at Work policy and training confirmed? 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.	
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?	

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 - https://downloads.bbc.co.uk/commissioning/site/producer-data-protection-guidelines-2018.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 - https://downloads.bbc.co.uk/commissioning/site/crew-data-protection-guidelines-2018.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	
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Safeguarding

Children involved during production? Will any children (under the age of 18) be contributing or otherwise involved during production? 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.	
Children involved during production? - Safeguarding point of contact (SPOC) 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.	
Children involved during production? - Personnel familiar with BBC safeguarding policies? 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	
Children involved during production? - Separate compliance meeting 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 Commissioner and any actions or measures agreed to be taken shall form part of this Agreement.	
Children involved during production? - Child licensing	

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) Regulations where relevant. 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.	
Children involved during production? - Alternative name If the person who signs this Commissioning Specification is not the responsible person, then, please provide the name of the responsible person.	
Safeguarding lead (name) Please name the individual(s) on the production responsible for safeguarding cast and crew	

Production

Recording Type	
Secret Recording	
Secret Recording - Details	
Hidden Microphones	
Generative AI use requiring transparency? 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?	
Generative AI use requiring transparency? - Set out details for discussion with BBC commissioning exec	
Pre-production consultation required?	

BBC Commissioning to complete.	
Pre-production consultation required? - Treatment /script approval details (BBC) Please indicate treatment approval or any requirement for advance approval of script if required.	
Production Location Where will the production team be based?	
Other specific production elements (if any)	

Deliverables

Audio Files	
Full length version of each episode BBC Commissioning to complete	
Full length version of each episode - Quantity	
Podcast edit of each agreed episode BBC Commissioning to complete Length to be agreed	
Podcast edit of each agreed episode - Quantity	
Ep 0/Teaser Trailer BBC Commissioning to complete Length and content to be discussed with BBC Commissioning at point of commission	
Ep 0/Teaser Trailer - Quantity	
Listening copies for Press, Commissioning Editor and Compliance Editor BBC Commissioning to complete	
Listening copies for Press, Commissioning Editor and Compliance Editor - Quantity	
Images	

Series/brand-level images (rights cleared) for publicity purposes BBC Commissioning to complete	
Series/brand-level images (rights cleared) for publicity purposes - Quantity	
Series photos BBC Commissioning to complete At least five photos (rights cleared) that represent the series as a whole i.e. a picture of the presenter. Please ensure that the pictures can be cropped as a square (1080x1080 dimensions)	
Series photos - Quantity	
Brand image BBC Commissioning to complete 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	
Brand image - Quantity	
Episodic images for each episode BBC Commissioning to complete Rights cleared 1920 pixels x1080 pixels – which can be cropped as square)	
Episodic images for each episode - Quantity	
Podcast image BBC Commissioning to complete Rights cleared 3000x3000, 72dpi, RGB. JPG & layered PSD	
Podcast image - Quantity	
Apple Show Page Hero Image BBC Commissioning to complete	

Rights cleared, 4320x1080, 72dpi, RGB. JPG & layered PSD. Template here: https://podcasters.apple.com/support/5522-show-hero-template	
Apple Show Page Hero Image - Quantity	
Apple Full Page Show BBC Commissioning to complete Rights cleared, 2048 pixels x 2732 pixels. Layered PSD. Template here: https://podcasters.apple.com/support/5515-full-page-show-art-template	
Apple Full Page Show - Quantity	
Social Media Deliverables	
Vertical Social Video featuring subtitles and BBC branding BBC Commissioning to complete For TikTok, Instagram, Facebook, YouTube Shorts (1080x1920, approx. duration: 30-90 Seconds), featuring subtitles and BBC branding per the BBC branding guidelines and project templates, which will be provided.	
Vertical Social Video featuring subtitles and BBC branding - Quantity	
Vertical Social Video exported clean, with no subtitles or BBC branding BBC Commissioning to complete For TikTok, Instagram, Facebook, YouTube Shorts (1080x1920, approx. duration: 30-90 Seconds)	
Vertical Social Video exported clean, with no subtitles or BBC branding - Quantity	
Image Thumbnail of Vertical Social Video BBC Commissioning to complete For TikTok, Instagram, Facebook (1080x1920, PNG), featuring BBC branding per the BBC branding guidelines and project templates, which will be provided.	
Image Thumbnail of Vertical Social Video - Quantity	

SRT file of Vertical Social Video BBC Commissioning to complete For TikTok, Instagram, Facebook, YouTube Shorts (.SRT file).	
SRT file of Vertical Social Video - Quantity	
Image, Video or Mixed Media Carousel for Instagram BBC Commissioning to complete 1080×1350, approx. duration of any video: 30-60 Seconds), subtitles and BBC branding per the BBC branding guidelines and project templates, which will be provided.	
Image, Video or Mixed Media Carousel for Instagram - Quantity	
Website or YouTube Video BBC Commissioning to complete (Dimensions: 1920x1080, approx. duration: 1 minute – 1 hour+), featuring BBC branding per the BBC branding guidelines and project templates, which will be provided.	
Website or YouTube Video - Quantity	
Image Thumbnail of Website or YouTube Video BBC Commissioning to complete (Dimensions: 1920x1080, PNG), featuring BBC branding per the BBC branding guidelines and project templates, which will be provided.	
Image Thumbnail of Website or YouTube Video - Quantity	

Sign off on Agreed Commissioning Specification

Commissioner
On behalf of the BBC

Production Company
On behalf of the Production Company