



S4C Delivery Requirements

March 2016

CONTENT

1. Delivery of Programmes (on tape and live)
2. Delivery of Programme information (PAC and paper work)
3. Information required before or with tape delivery.
4. Programme information to be delivered soon after the tape.
5. Delivery of Supplementary Documents
6. Late Delivery
7. Contacts

Delivery – General

All the relevant information regarding delivery can be found in the commissioning agreement/broadcast licence. Please refer to the specific agreement to confirm the specific requirements for a programme or series. This document offers some background information and further guidance regarding the main elements and explains the importance of complying with delivery dates and the delivery requirements.

S4C's Brand Guidelines provide further information on the programme's visual requirements and promotional material such as pictures and clips.

1. Delivery of Programmes (on tape and live)

Technical Standard

In order to ensure that you comply with S4C's technical requirements when delivering a programme please refer to the document 'Technical Requirements for Commissioned Programmes supplied to S4C' ('S4C's Technical Requirements'), an up-to-date version of which is available from the Production Website.

[http://www.s4c.cymru/media/media_assets/Technical Standards for Delivery of Television Programmes to S4C.pdf](http://www.s4c.cymru/media/media_assets/Technical_Standards_for_Delivery_of_Television_Programmes_to_S4C.pdf)

Delivery Dates

The tape delivery date will be noted in the agreement. All programmes are expected to arrive before or on the 'Delivery Date' and by the time noted in the agreement if applicable.

The delivery date noted in the agreement has been set to ensure sufficient time to make the necessary arrangements to schedule, promote and broadcast the programme in the most efficient way. Failure to deliver by the expected date means having to change arrangements that have already been made which in turn leads to the inefficient use of staff time and resources.

All requests for a delivery date to be changed should be sent by e-mail to Rachel Evans in the planning department (rachel.evans@s4c.cymru) and also copied to the relevant commissioner. Rachel or a member of her team will then respond by e-mail to confirm whether or not the delivery date can be changed. This will ensure that all parties are working to the same delivery dates.

Accuracy and Correctness

Having to send tapes back creates difficulties and is an administrative burden for the Production Company and S4C. A programme should arrive ready for broadcast without the need send it back to the company to correct spelling mistakes for example or to reset headings or make changes due to rights not being cleared. A record is kept of all instances of tapes being returned and included in a monthly report for the Director of Content and Transmission.

2. Delivery of Programme Information

S4C's PAC system

As part of the delivery materials, companies are required to provide the programme information via the S4C PAC system. The system and the relevant forms can be found by following this link - <http://pac.s4c.cymru>. Please contact the Business Affairs Department in the first place to gain access to the system. A help facility is available within the system itself, but if you require further assistance please don't hesitate to contact us. Names and contact numbers are noted at the end of this document.

3. Information required before or with tape delivery.

Form 405 should accompany the tape or submitted prior to programme transmission if the programme is broadcast live or is to be webcast before tx(405a). The delivery date will be noted in the agreement.

Database name : trunkdb

Commissions

- Series
 - 126434 Text - Cyfres
 - Deliverables
 - Artists
 - Contributors
 - 126434/001
 - Deliverables
 - 405 Press Del Form
 - 405B Synopsis & Billings
 - 405B Music Cue Sheet
 - 126434/002
 - 126434/003
 - 126434/004
 - 126434/005
 - 126434/006
- Single Programmes
- User Logins
- Archive

Complete deliverables:

Presentation requirements

Content advice phrases

Advertising date

407 Contributors

Incomplete required fields

Presentation requirements:

Contact name, phone and e-mail

Tape number

Director

Producer

First Credit

Last Credit

Duration of End Credit

Does the programme continue after the last credit?

Content advice phrases:

Does the programme require Content Advice Report warnings?

Information for Advertising:

Cast (at/main presenters)

Commercial references

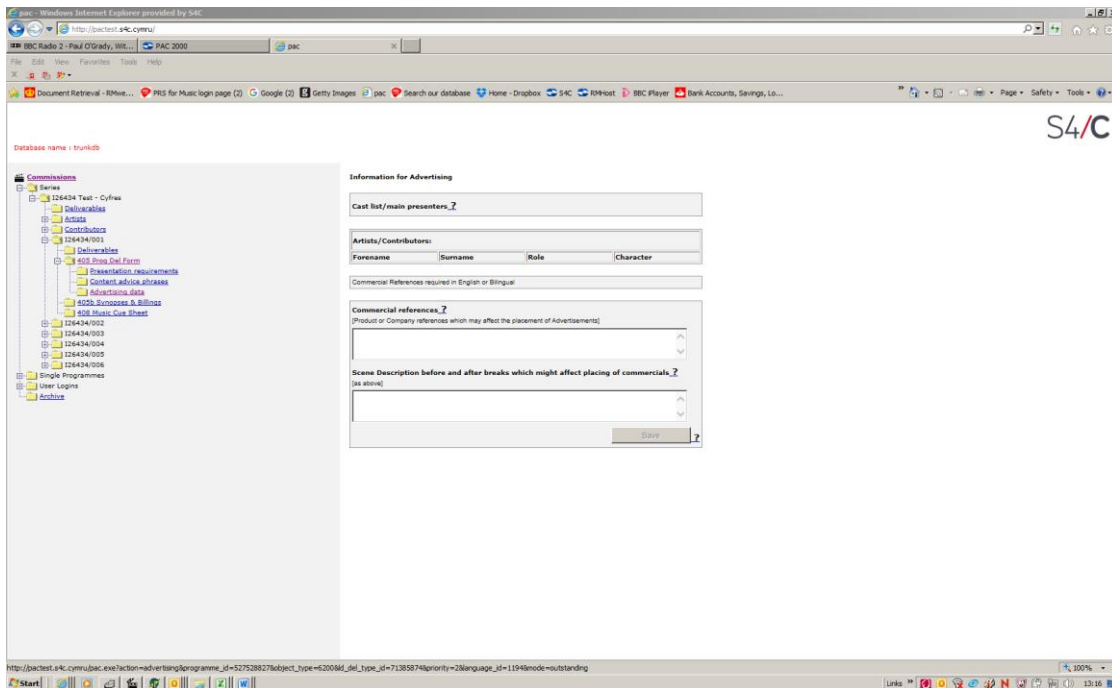
Scene Description before and after breaks which might affect placing of commercials

Complete

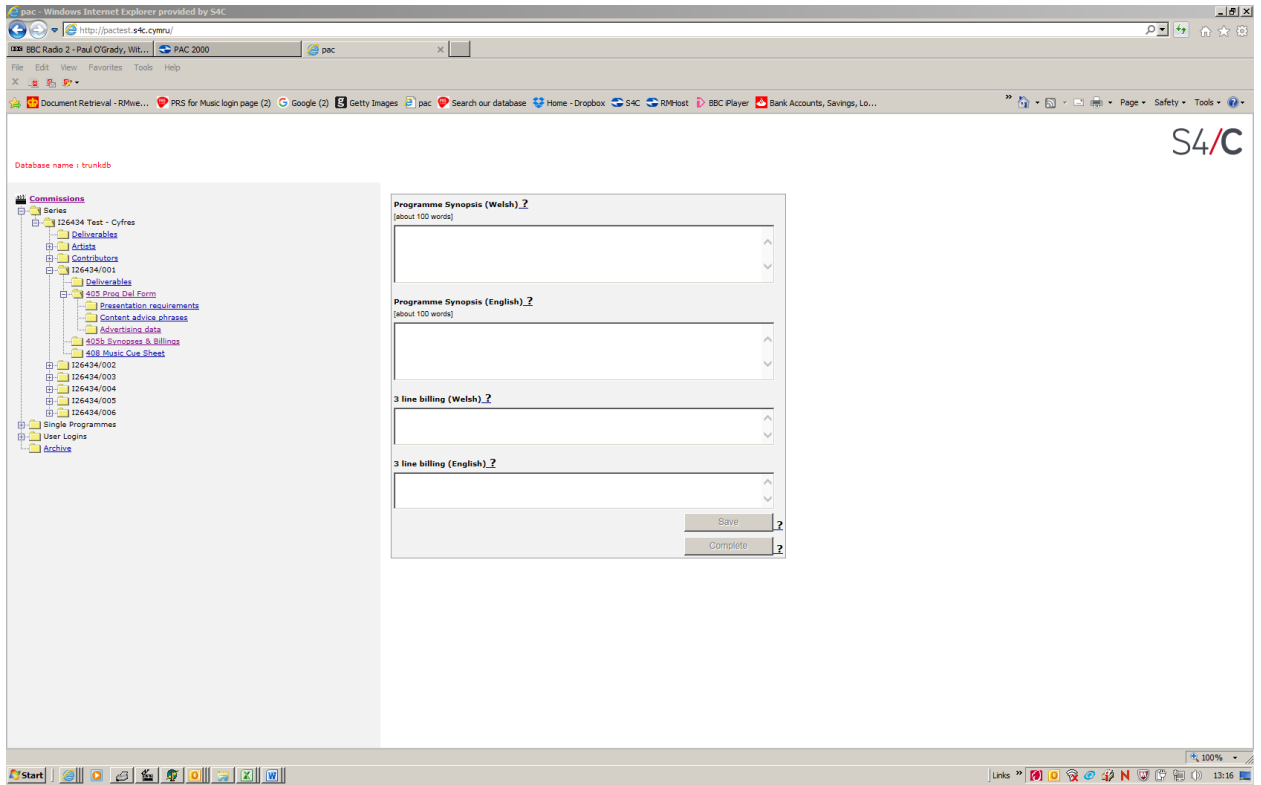
This form provides essential information required by a number of S4C departments to enable them to comply with their various statutory obligations.

In addition to providing the basic programme information (number, title, tape format etc.) the information on form 405 is of assistance to S4C in the following areas:

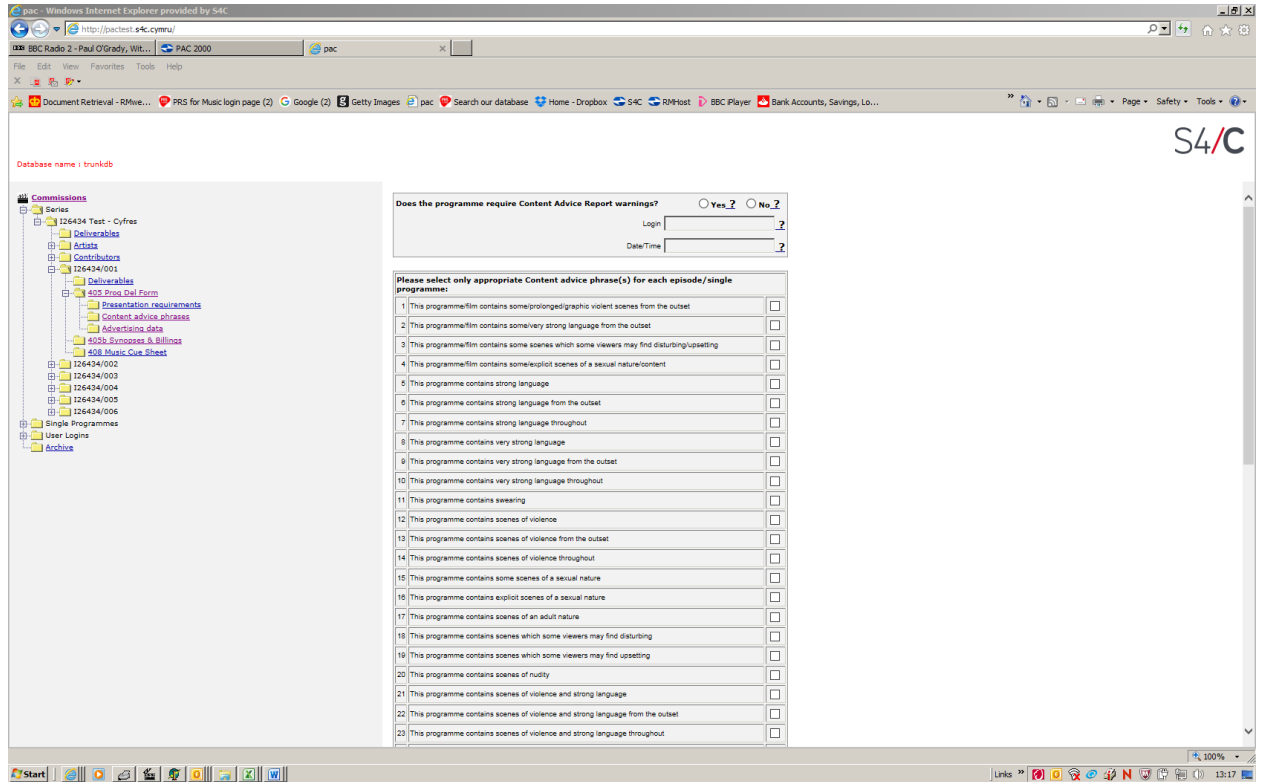
- **Contributors, Artists, Advertising Information:**
The artist and contributor information for a programme enables S4C to ensure that they are not taking part in any other adverts around the time of the programme as this is contrary to guidelines.



- **Summaries and Listings 405b:**
The programme summary (100 words) and the bilingual listing (2-3 sentences) are used for promotional and marketing purposes. You are welcome to draw attention to any 'highlights' that can be included in the short summary on the EPG.



- Details of any 'strong' or 'unexpected' content within the programme which means that an announcement at the beginning of the programme might be appropriate. This information is automatically uploaded to our website and the iPlayer.



4. Programme information to be delivered soon after the tape.

To enable S4C to make the relevant payments for programme repeats etc. more detailed information is required once the tape is delivered. The delivery date for this information will also be noted in in the agreement.

The delivery information required through the PAC system is

Contributor Information

The screenshot shows a web browser window displaying the PAC system interface. The browser address bar shows 'http://pacatest.s4c.cymru/'. The page title is 'PAC: 2000'. The interface includes a navigation menu on the left with 'Commissions' expanded, showing a tree view of folders like '126434 Test - Cyfres', 'Deliverables', 'Artists', 'Contributors', and '126434/001'. The main content area features a 'Contributor search' form with fields for 'Enter National Insurance (NI) Number for Contributor:' (containing 'AB1234567'), 'OR', 'Enter date of birth for Contributor if under 16:' (with 'dd', 'mm', 'yyyy' sub-fields), and 'OR', 'Enter name for Contributor:' (with 'Forename' and 'Surname/Organisation' sub-fields). Below this is a table titled 'Artists that receive a Contributors Agreement:' with columns for 'Contributor', 'Contribution', 'Character', 'Episode Numbers', and 'Total No. Episodes'. The table has one row with 'Contributor' '2'. Below the table is an 'Insert Contributor' form with fields for 'Enter name:' (with 'Forename' and 'Surname/Organisation' sub-fields), 'Contribution:' (with a dropdown menu showing '2'), 'Character:', and 'Notes:'. A 'Save' button is at the bottom of the form.

Any contributor to the programme should be noted in this section. This information is kept on S4C's BSM system and provides valuable data regarding programme content and contributors over the years.

The only information that should not be included in this section is details of anyone with a contract stating that further fees are payable if the programme is repeated. The individual's details in this case should be included on the Artist's form(see below).

Artists' Details

The screenshot shows a web browser window displaying a web application. The browser's address bar shows the URL <http://pac-test1.s4c.cymru/>. The page title is "BBC Radio 2 - Paul O'Grady, Wit...". The browser's taskbar shows several open tabs, including "PAC 2000".

The web application interface features the S4/C logo in the top right corner. Below the logo, the text "Database name : trunk1db" is visible. The main content area is divided into two sections:

- Commissions:** A tree view on the left side of the page showing a hierarchy of folders. The "Series" folder is expanded, showing sub-folders for "126434 Test - Cyfias", "Deliverables", "Artists", "Contributors", and "126434/001". The "126434/001" folder is further expanded, showing sub-folders for "Deliverables", "S4C Prod Deal Form", "Presentation requirements", "Content advice phrases", "Advertainment data", "S4C's Successes & Billings", and "S4C Music Cue Sheet". Below these are folders for "126434/002", "126434/003", "126434/004", "126434/005", and "126434/006". Other folders include "Single Programmes", "User Logins", and "Archive".
- Artists that receive a Union Contract:** A table with columns for "Forename", "Surname", "Role", "Character", "Episode Numbers", and "Total No. Episodes". There are "Edit" and "Delete" buttons for each row. Below the table is a form titled "Insert Artist" with the following fields:
 - "Enter National Insurance (NI) Number for Artist:" with a text input field containing "AB123456C".
 - "OR"
 - "Enter date of birth for Artist if under 16:" with three input fields for "dd", "mm", and "yyyy".
 - A "Search" button.
 - A "Complete" button with a question mark icon.

Please note that you should also include any information regarding fees paid for the use of a clip or clips within a programme, if a fee was paid to the artist, author or musician under the terms of an union agreement (Equity, WGGB or Musicians Union).

S4C will base any repeat fees on the information in this section. In the same way as the 'Contributors Details' this information is also very useful to enable a search to be performed on programme content in future.

Music Form (408)

S4C is required to report weekly to the collection societies on the use of music in S4C programmes. The information on this form is reviewed and then forwarded to collection societies such as PRS for Music and PPL.

The screenshot shows a web browser window displaying the PAC system interface. The browser address bar shows the URL: <http://pactest.s4c.cymru/>. The page title is "BBC Radio 3 - Paul O'Grady, Wit...". The interface includes a navigation menu on the left with "Database name: trunk08" and a tree view under "Commissions" showing various folders like "Series", "Deliverables", "Artists", "Contributors", "Presentation requirements", "Content advice phrases", "Advertising data", "5029 Symposia & Billings", and "408 Music Cue Sheet". The main content area displays the "Cue Sheet Details" form, which includes fields for "Title of Work", "Music Usage", "Music Commission Flag", "Product Label", "Product Catalogue Number", "ISRC Number", "Track No", "Forename", "Surname", "Company/Group", "Role", and "Timecodes". The form also has buttons for "Add New", "Edit", "Delete", "Cancel", "Save", and "Complete".

Third Party Material Form

You are required to complete this form if programme contains any content that already exists and is owned by a third party. This could be a still image, footage from other programmes, archive programmes or any other material. S4C will use this information to re-licence the material for repeats once the original licence period with the copyright owner has expired.

It's not possible as yet to complete this form on the PAC system. A copy can be found in Word format on the S4C production website in the 'Forms' section. Please send the completed form to the following email address pac_b@s4c.cymru.

5. Delivery of Supplementary Documents

In order to facilitate the re-clearing of the material and to ensure that necessary payments for repeat broadcasts are made, we ask companies to send copies of agreements or any documentation to confirm the details provided on the PAC system. The delivery dates for these supplementary documents is noted in the programme agreement.

You are requested to provide a copy of any agreement where further fees need to be paid. This includes, but not limited to

- Artist agreements
- Authors' agreements
- Composers' agreements
- Musicians' agreements
- Copies of payment forms for individuals who received payment for clips/extracts under an union agreement (or a document confirming the individual's contact details).
- Third Party Material agreements
- Music licences where the music **has not** been cleared by an IPC, MCPS licence

These documents are delivered separately to the electronic forms because they're usually paper copies. Copies can be sent to S4C in the following forms:-

- By post to S4C's Business Affairs Department
- As a PDF file by email to pac_b@s4c.cymru
- Through Dropbox or a similar service

To confirm we will **NOT** need copies of the following.

- Contributor agreements where no repeat fees or further use are due;
- MCPS licences

6. Late Delivery

The General Terms of the licence agreement sets out the steps S4C can take if a programme is delivered late. This includes the right to:-

- terminate an agreement and to claim any part of the licence fee cashflowed before the termination date if a programme is delivered late without prior written agreement from S4C
- claim any costs that arise when a programme has to be returned to the company if the delivery material does not comply with S4C's requirements.
- deduct any reasonable costs from monies owed to the company or invoice the company for any costs arising from late or non delivery of paperwork.

Details of any costs that S4C may apply if the delivery material is late can be found in the current General Terms on the S4C production website.

7. Contacts

Contact details for enquiries:

Paperwork and rights:

Rights Administrator

Caryl Evans

Caryl.Evans@S4C.Cymru

03305 880498

(Contributors, Artists, Music (408) and 3rd Party/Archive)

Channel Supervisor (On Screen)
Anwen Thomas
anwen.thomas@s4c.cymru
03305 880496
(405 and 405b – Delivery Form)

Technical:

Chief Technical Officer
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02920 741201

Channel Supervisor (On Screen)
Anwen Thomas
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03305 880496

Head of Broadcast Services
Jim Hennefer
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03305 880526

Head of Content Management
Jen Pappas
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03305 880486

Advertisements:

Channel Supervisor (On Screen)
Anwen Thomas
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Press:

Press Officer
Lowri Jones
Lowri.Jones@s4c.cymru
03305 880538

(405b – Summaries and Listings)