

Commissioning Specification information

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

Editorial

Series Number	
<p>Episodes</p> <p>Please specify the number of episodes, duration and Delivery Date (time being of the essence).</p> <p>In accordance with the applicable BBC Guidelines:</p> <ul style="list-style-type: none"> ● Programme duration guidance ● Credit duration guidance 	
Co-production partners (if known) and any editorial requirements	
Is this an Open University Co-production	
<p>Is this an Open University Co-production - Please provide details</p> <p>Reasons for investment need to be included here - taken from the faculty statement</p>	
Is this an Open University Co-production - OU Delivery Date for Programme	

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Is this a BBC Alba Commission	
Is this a BBC Alba Commission - Target Audience	
Is this a BBC Alba Commission - Digital Media Strategy Please detail how you intend to utilise Digital Media to complement the programme	
Is this a BBC Alba Commission - Press & Promotional Plan Please detail what plans you have concerning press / promotion / publicity aspects in relation to the programme, following discussions between the Producer and the BBC ALBA Editorial Representative.	
Pre / Post Watershed	
Programme Type Please provide a description of the type of programme, i.e. studio show, two parter, ob doc	
Topicality Please specify any relevant tie-ins: eg exhibitions, book launches, DVD releases, anniversary etc	
Topicality - Topicality Tie ins	
Editorial brief / synopsis Include target age group if applicable	
Sources of finance Are any sources of finance for the production of the Programme covered by the BBC policy on location and production incentives for independent productions (pdf) .	
Sources of finance - Provide Details	
Sign off Please confirm that the person who signs this Commissioning Specification is also the person within the company who is, or would be, responsible for ensuring compliance with this policy (whether any such funding is anticipated upon commission of the	

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Programme, or becomes identified at a later point prior to delivery of the Programme)	
Sign off - Please provide the name of the person who is taking such responsibility	
<p>UK Television Tax Relief / Skills Funds</p> <p>This Programme will make provision in the Budget to pay the appropriate contribution to the High-end TV Skills Fund, the Children's TV Skills Fund or the Animation Skills Fund (as applicable).</p> <p>Please note these are NOT the same as the Unscripted TV Screen Skills Fund</p>	
UK Television Tax Relief / Skills Funds - If no, please provide the reason why	

Creative Brief

Writer brief	
Directorial brief	
Design brief	
General casting brief	

Music Brief

Music brief	
Period / Contemporary	
Adaptation / Original	

Sustainability Brief

<p>Take action to reduce emissions from energy and travel</p> <p>MINIMISE ENERGY AND TRAVEL EMISSIONS</p>	
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<p>The BBC is committed to reducing the carbon emissions of making content, with a particular focus on energy and travel, the highest impact areas of production.</p> <p>Please note no diesel or petrol is to be used in generators on UK based shoots without prior agreement with the Commissioning Editor. Find guidance about reducing emissions from energy and travel.</p>	
<p>Please specify measures taken to reduce emissions from energy and travel</p>	
<p>Albert Certification</p> <p>All commissions are required to complete albert Certification through submitting a Carbon Action Plan prior to production, completing a footprint and collating evidence of sustainable actions.</p>	
<p>Exempt Criteria</p> <p>If the production does not intend to apply, please state under which of the criteria it is exempt:-</p>	
<p>Sustainability Policy</p> <p>It is mandatory for all content makers for the BBC to have a sustainability policy in place. If you do not have a policy, see our template.</p>	
<p>Returning Series</p> <p>The Producer confirms the production will endeavour to deliver with a lower carbon footprint than previous series</p>	
<p>Returning Series - Agreed rationale</p> <p>If NO, include agreed rationale following discussion with Commissioning Editor:-</p>	
<p>Sustainability Conversations</p> <p>Has a formal conversation about how sustainability /the environment/nature will be considered or reflected in the editorial of this project, either implicitly or explicitly, taken place between the Executive Producer(s) and Commissioning Editor?</p>	
<p>Sustainability Conversations - Date and attendees</p> <p>Please insert date and names of attendees involved in this conversation:</p>	

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<p>Sustainability Conversations - Outcomes</p> <p>Please outline the outcome of the conversation and any actions agreed</p>	
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Key Approvals

<p>Format owner</p> <p>Key Agreements marked as yes.</p>	
<p>Key on-screen Talent</p> <p>Key Agreements marked as yes.</p> <p>To be approved by BBC if not PACT/Equity standard, as amended</p>	
<p>Presenter(s)</p> <p>Key Agreements marked as yes.</p>	
<p>Writer(s)</p> <p>Key Agreements marked as yes</p> <p>To be approved by BBC if not PACT/WGGB standard, as amended under special term 3.2</p>	
<p>Key advisor(s)/ consultant(s) Key</p> <p>Agreements marked as yes.</p>	
<p>Key contributor(s)</p> <p>Key Agreements marked as yes.</p>	
<p>Director(s)</p> <p>Key Agreements marked as yes.</p>	
<p>Composer(s)</p> <p>Key Agreements marked as yes.</p>	
<p>Narrator (s)/ Voiceover(s)</p> <p>Key Agreements marked as yes.</p>	
<p>Source material</p> <p>Key Agreements marked as yes.</p>	
<p>Executive producer(s)</p> <p>Key Agreements marked as yes.</p>	

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Series producer(s) Key Agreements marked as yes.	
Producer(s) Key Agreements marked as yes.	
Director(s) of photography Key Agreements marked as yes.	
Access / Location(s) Key Agreements marked as yes.	
Telephony Service Provider Key Agreements marked as yes.	
Publicist(s) Key Agreements marked as yes. Only required in exceptional cases	
Associate/Line/Co-producer(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Supervisor(s)/Manager(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Accountant(s) Key Agreements marked as yes. Only required in exceptional cases	
First Assistant Director(s) Key Agreements marked as yes. Only required in exceptional cases	
Casting Director(s) Key Agreements marked as yes. Only required in exceptional cases	
Production Designer(s)	

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<p>Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Costume Designer(s) Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Make Up Designer(s) Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Editor(s) Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Script Editor(s) Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Child Contributor(s) Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Key post production Key Agreements marked as yes. Only required in exceptional cases</p>	
<p>Other Key Agreements marked as yes.</p>	

Compliance

<p>Editorial compliance considerations</p> <p>Potential editorial issues relating to compliance with the BBC Editorial Guidelines that either will or may foreseeably arise in connection with the Programme, and how these will be addressed, following</p>	
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<p>discussions* between the Producer and the BBC Editorial Representative with notes recorded in full with separate notes kept by both parties.</p> <p><i>*As recorded in full in separate notes kept by both the Producer and the BBC Editorial Representative</i></p>	
<p>Impartiality training</p> <p>Impartiality training is mandatory for the Executive Producer of programmes in the following genres: News; Current Affairs; or Factual Journalism. This Commissioning Specification cannot be approved until this is confirmed Please confirm that the individual who is signing this Commissioning Specification has attended the BBC's Impartiality standards briefing for independent producers.</p>	
<p>Does on-screen presenter/contributor have an ownership or management relationship with the Production Company?</p>	
<p>Does on-screen presenter/contributor have an ownership or management relationship with the Production Company? - Relationship with Producer</p> <p>Enter details of the relationship.</p>	

Health and Safety

<p>BBC Managed Risk Programme List</p>	
<p>BBC Managed Risk Programme List - Please provide brief details</p>	
<p>BBC Health and Safety approval - 3 years expires on: BBC Health and Safety approval and risk level:</p> <p>(to be completed by the BBC)</p>	
<p>BBC Health and Safety approval - Risk level assigned: BBC Health and Safety approval and risk level:</p> <p>(to be completed by the BBC)</p>	
<p>Did significant accidents or incidents (for example those defined by RIDDOR or similar) arise during any previous production for the BBC?</p>	
<p>Did significant accidents or incidents (for example those defined by RIDDOR or similar) arise during any</p>	

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<p>previous production for the BBC? - Please give details and actions taken</p>	
<p>Working excessive hours often contributes to stress and accidents, particularly if coupled with driving. Do you anticipate long working hours on this production, and if so how will you mitigate against this?</p>	
<p>Working excessive hours often contributes to stress and accidents, particularly if coupled with driving. Do you anticipate long working hours on this production, and if so how will you mitigate against this? - Please include details of mitigation</p>	
<p>Please confirm if this production involves any High Risk activities</p>	
<p>Please confirm if this production involves any High Risk activities - If yes, please give details and contact BBC Safety</p>	
<p>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 High Risk Team.</p>	
<p>Please indicate whether the production involves travel to a Hostile Environment (HE) or other High Risk? - Please provide the name of the member of the BBC High Risk Team</p>	
<p>Name of person responsible for Health and Safety on this production/series</p>	
<p>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.</p>	

Diversity and Inclusion

<p>Has a conversation about measures to increase on and off screen diversity taken place? A conversation about diversity and inclusion on this programme/series should take place between the Executive Producer(s), Commissioning Editor and the</p>	
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<p>Creative Diversity Partner to agree specific plans to meet the BBC's creative diversity commitments.</p> <p>Specific measures should be agreed and reported in progress reports.</p>	
<p>Has a conversation about measures to increase on and off screen diversity taken place? - Names</p> <p>Must include Commissioning Editor and Executive Producer as a minimum.</p>	
<p>Has a conversation about measures to increase on and off screen diversity taken place? - Date</p>	
<p>a) Onscreen diversity</p> <p>Has a cast / contributor list been documented, shared and discussed with the commissioner that represents our audiences?</p>	
<p>b) Off-screen diversity</p> <p>Have measures to increase off screen diversity including senior production roles (e.g. : Executive Producer, Series Producer/Editor, Producer/Director, Production Executive, Head of Production, Writer, Director, Producer, Script Editor, Story Producer, Line Producer, Head of Development, Production Manager) been discussed with the commissioner?</p>	
<p>c) Off-screen diversity</p> <p>Has the approach been agreed to achieve 25% of the production team from underrepresented categories?</p>	
<p>c) Off-screen diversity - If NO, please provide details</p>	
<p>d) Diversity development fund</p> <p>Has a conversation taken place about accessing the Diversity Development Fund as relevant</p>	
<p>Landmark Portrayal</p> <p>Does this programme have landmark portrayal?</p>	
<p>Landmark Portrayal - Detail If</p> <p>YES;</p> <p>a) please give details on the portrayal</p> <p>b) does this programme have off-screen representation in senior production roles and / or</p>	

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company leadership that aligns to the representation on-screen?	
<p>Inclusive Production Principles</p> <p>In line with the requirements of the Inclusive Production Principles, were there any barriers identified to meeting the 5 principles as part of that discussion?</p>	
<p>Inclusive Production Principles - Details If YES</p> <p>please give details</p>	
Diamond	
Accessibility	
<p>TV Access Project</p> <p>Has a conversation with the Commissioning Editor taken place about embedding the TV Access Project 5A's on this production</p>	
<p>TV Access Project - Details If</p> <p>NO please provide details</p>	
<p>Accessibility on this production</p> <p>Has a conversation with the Commissioning Editor taken place about ensuring accessibility on this production?</p>	
<p>Accessibility on this production - Details If NO</p> <p>please provide details</p>	
<p>Access Coordinator</p> <p>Is an access coordinator being employed for this production?</p>	
<p>Access Coordinator - Details If</p> <p>NO please provide details</p>	
<p>Access Costs</p> <p>In line with our expectations, what access costs have been anticipated for this production?</p>	
Access Costs - Details	

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If NONE please provide details	
Access Costs - Complete Form	

Respect at Work

<p>Respect at work policy</p> <p>The Creative Industries Independent Standards Authority (CIISA) Standards (pdf).</p> <p>Find guidance on BBC best practice, reporting lines, policy templates and links to resources for production companies.</p> <p>This link should be included on all call sheets and 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, 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.</p>	
<p>Responsible for safeguarding</p> <p>Please name the individual(s) on the production responsible for safeguarding cast and crew</p>	
<p>Respect at work conversation</p> <p>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?</p>	
<p>Intimacy scenes</p> <p>Please indicate whether the production has scenes that involve intimacy</p>	
<p>Intimacy scenes - Intimacy coach</p> <p>Please confirm an intimacy coach will be hired</p>	

Data Protection

<p>Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data?</p>	
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<p>The Producer being the sole Data Controller will be the position for most programmes.</p>	
<p>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:</p>	
<p>Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -</p>	
<p>Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -</p>	
<p>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</p> <p>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 (pdf).</p>	
<p>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</p> <p>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 (pdf).</p>	
<p>Are you sole data controller or have you and the BBC agreed that you are also joint data controllers of any Programme Personal Data? -</p>	
<p>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</p>	
<p>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</p>	

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<p>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</p>	
<p>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</p>	
<p>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</p> <p>BBC Commissioning to complete</p>	
<p>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</p> <p>Producer to complete</p>	

Safeguarding Children

<p>Will any children (under the age of 18) be contributing or otherwise involved during production?</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 production and will provide evidence to the BBC upon request.</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Details</p> <p>Supply details, age etc</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Details</p> <p>Supply details, age etc</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - 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 present or otherwise involved with this Programme.</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Please confirm that all Production Personnel who will come into contact with the children (under 18) are or will be familiar with the BBC Safeguarding Policy, Safeguarding Code of Conduct and with the BBC Editorial Guidelines regarding children</p>	

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<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Agreed to hold separate compliance meeting/discussion as follows. Who was in attendance and on which date</p> <p>If either:</p> <ul style="list-style-type: none"> • 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 Executive Producer <p>any actions or measures agreed to be taken shall form part of this Agreement.</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Safeguarding concerns</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 Executive Producer and/or the BBC Safeguarding Team within 24 hours of the incident occurring</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Child Licensing</p>	
<p>Will any children (under the age of 18) be contributing or otherwise involved during production? - Details</p> <p>If the person who signs this Commissioning Specification is not the responsible person, then, please provide the name of the responsible person.</p>	

Pre-Production

Pre-Production first day	
Pre-Production last day	
Length and nature of total pre-production (in weeks)	

Production

Filming Type	
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Filming Type - Other- please specify	
Secret filming	
Hidden camera	
Use of CCTV	
Use of drones	
Inserts Pre-existing programmes or specially shot VT	
Inserts - Location	
Inserts - Minutes or Percentage Please specify duration in minutes or a percentage.	
Videotape/film Please indicate your shooting format.	
Videotape/film - Other Please specify	
Geographical location	
Geographical location - UK Filming	
Geographical location - London based Within the M25. Specify the number of days.	
Geographical location - Non-London based Specify the number of days.	
Geographical location - Fixed location	
Geographical location - Location Name(s) If known	
Geographical location - Hostile environment	

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Geographical location - Mandatory health and safety approval	
Geographical location - Foreign Filming	
Geographical location - Country Names	
Geographical location - Days in country	
Geographical location - Hostile environment	
Geographical location - Mandatory health and safety approval	
Geographical location - Visa required	
Principal Photography	
First day	
Last day	
Number of days on location	
Number of days in the Studio	
Number of shooting blocks	
Generative Artificial Intelligence 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 principles and guidance?	
Generative Artificial Intelligence - Set out details for discussion with BBC commissioning exec	
Telephony Services	

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Telephony Services - Service Details	
Telephony Services - Service Provider	
Telephony Services - Employee responsible for the operation of the telephony services within the programme in accordance with the production agreement and BBC Guidelines	
Other technical requirements	
Satellite links	
Satellite links - Please provide details	
Online	
Online - Please provide details	
Other	
Other - Please provide details	
Other production elements	
Prize funds for Quiz or Game Show (if applicable) Please provide the amount and details	
Archive (if applicable) Please provide the type and amount	
Special Effects (if applicable) Please provide range and scale of effects	
Stunts (if applicable) Please provide range and scale	
Other specific production elements If any	
Any additional insurance required pursuant to General Term 8.1.1(b)	

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Detail if applicable	
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Post Production

Post Production First Day	
Post Production Last Day	
<p>Post Production Brief</p> <p>All relevant creative information, to include name of Laboratory/Facilities House/Sound recording studios /as appropriate</p> <ul style="list-style-type: none"> ● Style of cut/edit ● Vis fx/additional requirements/animation ● Grading/On-line 	
Sound Post Production	
<p>Title Sequence</p> <p>To include designer/style/length/etc</p>	
<p>Graphics & subtitling Amount</p> <p>and type</p>	
CGI and visual special effects Detail	
Recaps	
Teasers	
Is there animation in the programme which would require BBC approval?	
<p>Is there animation in the programme which would require BBC approval? - Animatics (V1 and V2)</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
Is there animation in the programme which would require BBC approval? - Animation (T1 & T2)	

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<p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Is there animation in the programme which would require BBC approval? - Final picture with music</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Is there animation in the programme which would require BBC approval? - Dub</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Offline</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Online</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Grade</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	
<p>Dub</p> <p>Please specify the number of days (where applicable), the expected start and end date and the proposed BBC executive viewing dates, including sign off.</p>	

Delivery and Technical

<p>Delivery date for other technical requirements</p> <p>Online/Interactive elements</p>	
<p>Rushes</p> <p>Name of BBC executive rushes are to be sent to and frequency</p>	
<p>Delivery Format</p>	
<p>UHD Format</p>	

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<p>Widescreen Requirements</p> <p>Is there anything not widescreen?</p>	
<p>Programme Stills</p> <p>Stills requirements vary depending on the commissioning genre.</p> <p>Please see the specific stills requirements for each genre along with additional picture requirements, style-guides and tools on the BBC Production and delivery website.</p>	
<p>Clips of the Programme ONE</p> <p>clip per episode</p> <p>ONE clip for the whole series</p> <p>More information about clips on the Production and delivery website.</p>	

Credits

<p>Special Credit Requirements</p> <p>Please list any Special Credit Requirements to appear in end credits agreed with the BBC:-</p> <p>Find information about BBC Credit guidelines on the BBC Production and delivery website.</p>	
<p>Penultimate Credit</p> <p>Include reference to any funders of the programme which may qualify subject to the BBC Credit Guidelines. If logo is anticipated again state.</p>	
<p>End card</p> <p>Set out end card credits - e.g. production company, BBC and any other parties who qualify for an End Card credit under the Credit Guidelines. Include if logo anticipated.</p>	
<p>Standard/Non Standard</p>	

Regional Qualification

<p>Will this Programme qualify as a "non-UK" Production as defined by Ofcom?</p>	

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<p>Will this Programme qualify as an "out of London" Regional Production or Regional Programme as defined by Ofcom?</p>	
<p>Substantive business and production base</p> <p>The production company must have a substantive business and production base in the UK outside the M25. The production in question must be managed from that substantive base. The base will be taken to be substantive if it is the usual place of employment of:</p> <ol style="list-style-type: none"> 1. i) executives managing the regional business; and 2. ii) senior personnel involved in the production in question; and iii) senior personnel involved in seeking programme commissions 	
<p>Substantive business and production base - How will the criteria be met</p>	
<p>Location of production budget spend</p> <p>At least 70% of the production spend must be spent in the UK outside the M25. For the purposes of this calculation, production spend should be based on the entire production expenditure, including any funding from third parties and spend outside the UK, but should exclude the cost of on-screen talent, archive material, sports rights, competition prize-money, copyright costs and any production fee.</p>	
<p>Location of production budget spend - How will the criteria be met and forecasted % of production spend</p> <p>Include detail on primary out of London qualification drivers such as post production, studio, facility vehicles, camera equipment, lighting equipment, catering etc</p>	
<p>Location of production talent spend</p> <p>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.</p>	
<p>Location of production talent spend - How will the criteria be met and forecasted % of production spend</p>	
<p>Record of conversation</p> <p>Has a formal conversation taken place between the Executive Producer and the BBC Commissioning Editor about the production and talent considerations of regional qualification?</p>	

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Record of conversation - Name of person responsible for monitoring regional spend on this production /series:	
Regional Quotas	
Regional Quotas - Regional Quotas - English Regions	
Regional Quotas - Multi-English Region If Multi-English region then please specify the regions:	

Sign off on Agreed Commissioning Specification

Commissioner
On behalf of the BBC

Production Company
On behalf of the Production Company