



Commissioning & Development Processes

April 2022

Part 1: TG4's Commissioning Process

- TG4 advertises the Commissioning Rounds regularly throughout the year (most commonly early spring and early autumn every year) on www.tg4.ie.
- TG4's requirements and the approximate budget applicable to each slot in respect of which submissions are sought, are detailed on the TG4 website. Submissions may also be made by independent production companies on a rolling basis at any time if they relate to time-specific productions.
- Submissions can only be made using the TG4 submission form, through the TG4 e-commissioning portal <https://ecomm.tg4.ie> Submissions should be concise and clear and should include all information requested on the form.
- Any queries in relation to the submissions or the commissioning process should be submitted to coimisiun@tg4.ie.
- TG4 acknowledges receipt of submissions within 10 working days of receipt of the submission and will respond within 8 weeks of the closing date of the Commissioning round (or within 2 weeks of the receipt of the submission made outside of the Commissioning rounds if the submission relates to time specific or drama productions) with an indication of whether it wishes to discuss the submission further or alternatively with a refusal.
- An indication that TG4 wishes to discuss the submission further does not amount to a contractual commitment and the production company should not commence work or incur costs until such time as a signed contract is in place between TG4 and the production company.
- The expected timeframe between Commissioning Round and selection of productions is approximately 6 months. The typical stages are: Commissioning Round; Submissions; short-listing; interviews; selected shortlist; and, productions selected.

TG4 recognises the importance of transparency and providing clear feedback relating to the commissioning and production process and it is committed to this key element of the relationship with the production sector.

Commissioning of a programme/series

Following a consideration of the submission, TG4 may decide that development of the concept/idea is not required and TG4 may decide to commission the programme / series by way of a contract for an individual programme or series or by way of a multi-annual contract, as the needs of the schedule require.

In deciding whether to commission a production company to produce a programme / series, the primary consideration will be its suitability for inclusion in the channel's broadcast programme schedule. It is TG4 policy to encourage producers to be innovative and creative in treatments of original ideas and concepts. Originality, Irish language content, visual excellence and other editorial factors will also form part of the assessment. Other criteria include whether or not the programme series is

- Original, insightful and contains thought-provoking ideas
- Capable of appealing to a defined target audience
- Suitable for broadcast as inherently Irish language content

- Capable of combining compelling content through script and visuals
- Value for money

This freedom to take a different view and approach has characterised the *súil eile* approach to television that makes the difference for TG4 and its viewers.

The production company will be invited to complete a Cáipéis Eolas (Information Document). If TG4 decides in principle to commission the programme / series the production company will be requested to complete a Bileog Eolais (Factsheet) and a detailed budget will be submitted to TG4 and agreed between the production company and the TG4 Rannóg Airgeadais.

Production Budget

The public funding available to TG4 in any given year will determine the funding available for commissioning. This will in turn determine the average level of budget available for the different programme genres that TG4 commissions. The budget agreed for an individual production will depend on a number of factors, including the cost of production of the programme and the level of third-party archive material included in the programme.

Members of the Rannóg Airgeadais are responsible for agreeing the budget and Cash flow Schedule with the production company.

The budget is an accurate calculation of the total cost of production of the programme to include the cost of clearing all material included in it. This will enable the production company to deliver a fully cleared programme to TG4, which can be used by TG4 in accordance with the Programme Commissioning Agreement, without any further payment to the production company or any third party.

The budget will include any development funding previously paid and this development funding will be deducted from the amount payable for the commission. The budget will be cash flowed during the course of production in the instalments and at the times specified in the Cash flow Schedule which is included in the Programme Commissioning Agreement.

A portion of the production fee will be payable as part of the final instalment of the budget. In the event of an overspend, the production company will be responsible for paying the overspend from its own resources unless otherwise agreed in writing by TG4. Where savings occur in a production budget, they will be divided equally in accordance with, and as outlined in, the Programme Commissioning Agreement.

TG4 may audit productions.

Contract

When the budget has been agreed, TG4 will issue a contract. A contractual relationship between TG4 and the independent production company will not exist until the Programme Commissioning Agreement is signed by both the production company and TG4.

TG4 recognises the importance of concluding the contract well in advance of the commencement of production and in general the Programme Commissioning Agreement will be signed at least four weeks in advance of production commencing, but this may not be possible in all cases.

Editorial Control

Final editorial control of the Programme will rest with TG4 which is entitled at its sole discretion to make, or require the making of, such changes deletions or additions to the programme as it may request. The programme/series supplied to TG4 must comply with all applicable laws, regulations and Codes relating to the production of television programmes and with all guidelines relating to the Irish language and other matters from time to time issued by TG4.

Part 2: TG4's Development Process

Following consideration of a submission TG4 may decide to fund the development of a programme/series. If TG4 decides to fund the development of a programme / series, it will issue a development contract. TG4 and the production company will own all rights in the developed work equally save in exceptional circumstances.

TG4 will give the independent production company a decision in principle as to whether it wishes to participate in any production based on the developed work usually within a period of one year from the final delivery of the developed work.

In the event that TG4 decides in its sole discretion not to produce a programme/series based on the developed work, it will notify the production company. In this instance TG4 will reassign all rights in the developed work to the production company upon repayment of the development funding. TG4 will however retain the right to have an end credit "developed in association with TG4" in the manner agreed with TG4, in any programme commissioned by a third party, which uses the developed work.

If TG4 decides to commission a programme/series based on the developed work TG4 will notify the production company as soon as it is in a position to do so, usually within the said 1 year period. The rights in respect the commissioned programme/series will be specified in a separate agreement called the Programme Commissioning Agreement.