

OPEN UNIVERSITY “LEARNING JOURNEY” DELIVERABLES

The OU delivery requirements for Television, Radio and Digital Learning Journey Projects are set out below:

The Open University (OU) works in partnership with the BBC to co-produce programmes / content, totalling around 35 learning journey projects a year, across all BBC TV channels, radio stations, online and digital platforms.

Open University Delivery Requirements

The Open University ‘Learning Journey Project’ deliverables form part of the contract.

Delivery (and queries) to:

Brandon Begg, Broadcast & Digital Data Delivery Manager (BDDDM)

Broadcast and Partnerships Team

The Open University

Milton Keynes MK7 6AA

brandon.begg@open.ac.uk

01908 658260

- ☐ Delivery to OU should take place on the agreed delivery date stated in the contract.
- ☐ Delivery to the OU is via Media Shuttle (OU Portal).
- ☐ Production to email OU’S BDDDM (see contact above) with the programme UID number/s (with appropriate suffix), plus Production Manager’s contact details for Silvermouse set up.
- ☐ Production Manager to contact OU’s BDDDM to set up access to the portal to facilitate OU delivery.
- ☐ Production are responsible for planning and incorporating the requirements into their post-production schedule.
- ☐ Deliverables should be cleared according to the contract

The delivery requirements below can also be found on the BBC’s ‘Open University Production and Delivery’ page here, <https://www.bbc.co.uk/delivery/open-university>

1. OPEN UNIVERSITY “LEARNING JOURNEY” DELIVERY: TELEVISION

Television Programme Requirements
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OU ‘Learning Journey’ Version (Cleared for OU Educational Rights use only)

All files to be delivered to the OU on the delivery date stated in the contract.

One x AS-11 DPP MXF File – to be delivered via the OU/BBC Media Shuttle portal.

For the OU ‘Learning Journey’ versions, the following applies:

- OU ‘Learning Journey’ Version UID suffix number is /50 (or whichever the next sequential number is offered by Silvermouse between 50 to 59).
- Bars and clock with OU UID numbers
- VISION: 16:9 FF or (16:9 FHA if SD delivery).

- AUDIO: Final Mix on tracks one and two. Music and Effects (i.e. final mix minus narration) on tracks three and four.
- PSE, AQC and eyeball checked PDFs should accompany the MXF file deliveries.
- OU 'Learning Journey' version will include clean elements (i.e. clean of English language text) to be placed after one minute of recorded black and silence on the file.

For BBC Current Affairs co-productions only:

- As part of the OU Learning Journey delivery, a BBC News burnt in logo will need to be added (top R) throughout the OU version of a Current Affairs produced co-production. This is to ensure that the rights agreement that BBC News and Current Affairs have in place regarding the use of news agency archive is applied, and production teams are not required to seek further clearance for the use of any such news clips included in OU/BBC programmes.
- It is production's responsibility to ensure this is applied during the edit and it should also be referenced on the delivery paperwork. OU sign off delivered files and will need to request a re-delivery if logo is missing

Clean elements to include:

1. Title sequence clean of any English language text.
2. All sequences with captions/collage/idents etc. in the lower third of the screen.
3. All graphic sequences that include English language text.
4. Any in-vision subtitles with the exception of bought in footage (i.e. commercial films). Please discuss with OU Broadcast Project Manager any programmes containing large amounts of sub-titling for foreign language translations.
5. Sequence that contains "BBC" ID logo within the opening of the programme.
6. The closing end credit sequence should be clear of text when over picture.

Broadcast Wavs:

AUDIO tracks to be provided by dubbing mixer as files via the OU/BBC Media Shuttle portal.

- M+E (stereo) undipped.
- FX, atmos and Foley (stereo).
- Music only (stereo).
- Sync Dialogue (stereo).
- Commentary / VO (stereo).

BBC Programme clips:

Producer to deliver to the OU, the identical clips supplied to BBC prog pages team,

- Deliver the same clips as you are delivering to the BBC – e.g. content should present the key moment or essence of the episode/series to capture the interest of a potential viewer, and should be fully cleared and approved by the BBC Editorial Representative.
- ONE clip per episode
- ONE clip for the whole series
- A .mov file for the clips
- Metadata with the clips title, short and longer descriptions
- To be sent to brandon.begg@open.ac.uk via media shuttle

Television Paperwork Requirements

The following need to be delivered to the OU for each programme/episode, **no later than 2 weeks after transmission of final programme.**

OU 'Learning Journey' Version UID suffix number is /50 (or whichever the next sequential number is available up to 59 if BBC Commercial versions have already been allocated /50)

The OU can provide “How to Guides” for Silvermouse paperwork regarding copying from one version to another and export if required. Contact: brandon.begg@open.ac.uk

- **Programme as completed (PasC) form:**
Contact the OU’s IRM to set up a separate OU version in Silvermouse to reflect the OU ‘Learning Journey’ version with unique OU UID number. Once submitted advise IRM and it will be approved in Silvermouse.
- **Music Reporting form:** Deliver with PasC – as per above.
- **Final Transcripts:** completed as a Word document, using OU’s transcript template https://downloads.bbc.co.uk/commissioning/site/OU_TRANSCRIPT_LEARNING_TEMPL_ATE.doc, with time code references, all speaker/s clearly identified and the programme credit list included. Please email all transcripts to OU’s [BDDDM](mailto:brandon.begg@open.ac.uk), brandon.begg@open.ac.uk
- **Billings/Synopsis:** Email to Broadcast Project Manager (BPM)

Television Publicity Requirements

Delivery (and queries) to: OU Broadcast Project Manager (BPM)

NB: All publicity and web requirements need to be delivered **at least 2-3 weeks in advance of transmission.**

- Programme/series title graphic supplied as high-quality JPEG or TIF file.
- Series title logo on plain background.
- Image grab of series title card as appears within finished programme.
- Programme/series outline: Approx. 300 - 400 words.
- Individual programme/episode synopsis: Approx. 250 – 300 words.

Publicity Stills:

- Delivery to be made as far in advance of transmission as possible in order for OU to incorporate images into pre-TX publicity and creation of OU accompanying websites.
- Production to provide a minimum of **five** (unless otherwise agreed with production) high quality colour original images for **each** programme/episode.
- Include mix of episode, series and generic image/s and, where applicable, presenter.
- Provide a mix of portrait/landscape and people/non-people images.
- To be provided digitally as JPEG files scanned at a minimum of 300dpi or TIF files at a minimum size of 8mb. If production is unable to supply to this standard then a professional photographer must be engaged to capture the images.
- Screen grabs taken from the master are not acceptable.
- All photographs should be fully cleared of copyright and artists restrictions including moral rights. The BBC or the OU may also commission its own photographer subject to agreement with the producer.
- All images to be supplied with accompanying image log, identifying who, what, where, episode, copyright etc.

All the above to be provided fully cleared for OU use both internally and externally and for use on open access websites. These must have sign-off from BBC Publicity/BBC Commissioning Exec prior to being sent to the OU.

2. OPEN UNIVERSITY “LEARNING JOURNEY” DELIVERY: RADIO / BBC SOUNDS

Radio Programme Requirements

Format	Description
WAV files	Completed programmes. Technically reviewed/QA'd and compliant to BBC standard.

The above WAV files need to be delivered directly to: brandon.begg@open.ac.uk via OU's Media Shuttle (file transfer) system

Delivery Schedule: by the delivery date stated in the contract.

Radio Paperwork Requirements

The following paperwork needs to be delivered for each programme, **no later than 2 weeks after transmission of the last programme.**

- **Programme Billing Form** (or equivalent), for each programme, to be emailed to your Broadcast Project Manager (BPM),.
- **PasB and Music Reporting form** (or equivalent), for each programme to be e-mailed to Brandon Begg brandon.begg@open.ac.uk at the point of delivery.
- **Final Transcripts of each completed programme** (a Word document), using OU's transcript template
https://downloads.bbc.co.uk/commissioning/site/OU_TRANSCRIPT_LEARNING_TEMPL_ATE.doc, with time code references, all speaker/s clearly identified and the programme credit list included., to be e-mailed to brandon.begg@open.ac.uk

Radio Publicity Requirements

Delivery (and queries) to: OU Broadcast Project Manager (BPM)

NB: All publicity and web requirements need to be delivered **at least 2-3 weeks in advance of transmission.**

- **Series and programme summaries** to be emailed to your BPM.
- **Publicity Images**
 - 1 x publicity image of key presenter/s
 - 1 x image to represent the series
 - 1 x relevant image per programme.

All images to be supplied with accompanying image log, identifying who, what, where, episode, copyright etc.

The images must be provided digitally as JPEG files scanned at a minimum of 300dpi and include presenter, contributors, interviewees, etc.

3. OPEN UNIVERSITY "LEARNING JOURNEY" DELIVERY: BBC DIGITAL

The OU delivery requirements for BBC digital Learning Journey Projects are set out below:

Digital Content delivery Requirements:	Digital Paperwork delivery requirements
<u>Delivery format:</u> Apple Pro Res 422 QT.mov Vision: 16.9FF (1920x1080 50i 25fps) Audio: Sound as recorded unless otherwise specified.	Content to be cleared for Open Access, in perpetuity. Paperwork:

Files to be delivered to OU by the delivery date stated in the contract. <u>Deliverables:</u> • OU logo and end board included where possible and agreed at point of commission. • Formats to be agreed at point of commission for each platform. • Subtitles required on all formats. <u>INSTAGRAM STORIES</u> (OU branding/logo) 4:5 asset in a 9:16 template 1080 x 1920 (pixel size) <u>INSTAGRAM FEED</u> (OU branding/logo) Square: 4:5 Images - 1080 x1080 (pixel size) <u>FACEBOOK</u> (OU branding/logo) Square: 4:5 <u>TWITTER</u> (OU branding) 4:5 assets as per Facebook <u>LINKEDIN</u> (OU branding/logo) As per facebook for video Image: 1200 x 627 <u>WEBSITE</u> (OU branding/logo) 16:9 versions of all social assets (on branded borders/background where applicable) Copy - word or PDF Illustrations – PNGs or TIFs (files size min 8mb/min 300dpi) • Publicity stills where appropriate - to be provided digitally as JPEG or PNG/TIF files scanned at a min. of 300dpi / min. size of 8mb. Delivered in advance of publication Delivery channel: • Via Media Shuttle (OU Portal) Production to contact OU's BDDM (see contact details above) to set up access to the portal to facilitate OU delivery as required.	The following paperwork should be delivered in Microsoft Word and emailed to OU's IRM and the BPM (contact details below): • Web as Completed document (or equivalent) covering all content – identifying interviewees, locations and organisations, archive, copyright. • Music reporting details Artist, track, copyright • Transcripts of all interviews / contributions, with interviewees / contributors clearly identified • Image log and details of copyright/clearances, clearly identifying contributors • Data reports/stats – supplying any post TX insights and stats for audiences, engagement, views, reach etc
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