



29 March 2012

ABU TV Documentary Screening & Exchange 2012

GENERAL GUIDELINES AND WORKING PROCEDURES

1. PARTICIPANTS & ELIGIBILITY

Any ABU member organisation may send one or more TV producers of documentary programmes to the meeting. All participants are deemed eligible for the exchange provided they bring along with them a suitable programme for screening at the meeting.

Affiliate members are encouraged to participate only if they have broadcasting facilities.

Each organisation should ensure that their representative/s are producer/s of TV documentary programmes.

2. DURATION OF PROGRAMME OFFERED

Programmes offered for exchange should be more than 20 minutes but less than 60 minutes in duration.

Each organisation is entitled to offer only one item for exchange.

3. THEME : Open

4. ASPECT RATIO

4:3 or letter size (in case of 16:9)

5. REQUIREMENTS FOR SCREENING AND EXCHANGE

a) For screening:

- One DVD with English subtitles and/or English narration
- Another copy as back up


b) For exchange:

- One clean copy, preferably in HD, or betacam tape, Digital or SP (PAL)
- There should not be any superimposed graphics or subtitles

The audio channel of the tape should be as follows:

- Ch-1 M/E (Music and effects), mono
- Ch-2 Narration in English, mono, if any
- Ch-3 Nothing
- Ch-4 Nothing

At the beginning of the item, please record the content in the following slate manner:

	
ABU TV DOCUMENTARY EXCHANGE 2012	
Programme Title	:
Duration	:
Organisation	:
Year of Production	:

Script (English & time coded), Music Cue Sheet & Photos

6. BROADCASTING RIGHTS & COPYRIGHT

- a) Participating organisations will be given the rights to broadcast the exchanged programmes for an unlimited number of times during the licence period of one year, commencing from the date of receipt of the master tapes.
- b) Participating organisations are required to select the documentaries they would like to broadcast either by the end of the meeting in Seoul or to notify the ABU within 20 days after the meeting.
- c) Participating organisations must clear all aspects of copyrights including all music rights contained in the documentaries offered for exchange.
- d) Participating organisations are allowed to edit the documentaries as they wish. Excerpts of it may be uploaded to the ABU website for the purpose of promoting the documentary exchange.
- e) Written permission of the copyright owners must be obtained in advance if the exchanged documentaries are to be used for non-broadcasting or any other purposes.

7. HOW TO EXCHANGE

a) Selection of Programmes

Eligible participants will select the documentaries they wish to have by completing and returning the '**Documentary Request Form**' to the ABU Programme Department immediately after the screening of all the documentaries offered for exchange.

b) Actual Exchange

The above forms will be collected by the ABU Programme Department and summarised into a list called the '**Documentary Exchange List**'. This list will be distributed to all participants.

c) Compilation of Requested Programmes

All documentaries on beta tapes will be kept by ABU Programme Department and compiled into master tapes.

d) Circulation of Master Tapes

To facilitate the circulation of the master tapes, all participating members will be divided into groups according to their respective locations.

The ABU Programme Department will make master tapes which contain all eligible documentaries submitted by the participants. The tapes will then be circulated to the first members in their respective groups on the list.

Upon receipt of the tapes, members must make copies immediately for themselves and then courier the master tapes to the next person in their group.

(VERY IMPORTANT: Participants must provide street address and not P.O. Box)

Please be reminded that:

- a) All charges relating to handling and freight have to be borne by senders.
- b) Despatch of tapes must be made within two weeks upon receipt of the master tapes.
- c) In order to avoid unnecessary problems in certain countries, please indicate the items as 'EDUCATIONAL MATERIALS' on the courier slip / envelope.
- d) Upon receipt of tapes, kindly fax or e-mail acknowledging receipt of tapes and / or letter must be sent to the respective senders and ABU Programme Department to **kim@abu.org.my**