

Recording & Delivery Requirements for BBC Radio Networks – 2008
Updated Nov 2008

NB: AS WE MIGRATE TO TOTAL B WAV DELIVERY THESE REQUIREMENTS WILL CHANGE

For Technical Specifications refer to <http://www.bbcradioresources.com/TechnicalSpecificationBWAV/index.html>

For further help or advice, contact the Network or the Quality Monitor: 0207 76 54217

NETWORK	PROGRAMME AUDIO MEDIUM	DELIVERY METHOD	BACK-UP MEDIUM	TONE?	ADDITIONAL DELIVERY REQUIREMENTS	PUBLICITY & PAPERWORK
RADIO 4	44.1 KHz, 16 bit Linear .Wav File	1) Direct into R4 VCS dira schedule (if using BBC facilities). or 2) As a .wav file into the "Programmes_RfTX" folder on the BBC desktop (if using BBC facilities). or 3) As a .wav file or .flac file to the BBC Radio FTP site (If using Independent facilities).	NOT REQUIRED	NO	<ul style="list-style-type: none"> Recording Report in Proteus, where possible Unusual effects or technical quality issues should be noted on the Presentation Details as well as on the Recording Report. 	1. Photos, pictures or images for publicity, online and interactive (if agreed) 2. Interview Clips or full length interviews for publicity, online and interactive (if agreed) PLUS this paperwork: 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus, where possible, and signed off by Executive Producer or Editor. <u>Independent Producers should e-mail the Compliance form to compliance-r4@bbc.co.uk</u> 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

NETWORK	PROGRAMME AUDIO MEDIUM	DELIVERY METHOD	BACK-UP MEDIUM	STONE?	ADDITIONAL DELIVERY REQUIREMENTS	PUBLICITY & PAPERWORK
RADIO 3	44.1 KHz, 16 bit Linear .Wav File	1) Direct into VCS (BBC only) or 2) As a .wav file sent to the R3 Ingest store in VCS (BBC only) or 3) As a .wav file or .flac file to the BBC Radio FTP site (If using Independent facilities). (Requires ftp access)	NOT REQUIRED	YES FORMAT: PROG then 1 MINUTE SILENCE then 30 SECS TONE PEAKING PPM 4 ON A & B Or -18 dBfs	<ul style="list-style-type: none"> Recording Report in Proteus, where possible. Hard copy of Report to Radio 3 Presentation (r3presentation@bbc.co.uk) Unusual effects or technical quality issues should be noted on the Presentation Details as well as on the Recording Report. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed) to BBC Radio Picture Publicity, Room 122 Henry Wood House, or by e-mail to radiopictures@bbc.co.uk</p> <p>2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this paperwork:</p> <p>1. Music Reporting Form & PasB to r3report@bbc.co.uk (independents) or electronically (in house)</p> <p>2. Compliance Form completed in Proteus (in house) or e-mailed to r3compliance@bbc.co.uk (independents)</p> <p>3. Presentation Details to r3presentation@bbc.co.uk and Written Trail to r3trails@bbc.co.uk</p> <p>4. Promotion Notes by e-mail to r3promonotes@bbc.co.uk and to the Commissioning Editor.</p> <p>6. Production Details Form for Radio Times billings and other publicity to billings-r3@bbc.co.uk</p> <p>7. BBC producers only: Programme Risk Assessment (if required)</p>

NETWORK	PROGRAMME AUDIO MEDIUM	DELIVERY METHOD	BACK-UP MEDIUM	TONE?	ADDITIONAL DELIVERY REQUIREMENTS	PUBLICITY & PAPERWORK
RADIO 2	44.1 KHz, 16 bit Linear .Wav File	1) Direct into VCS (BBC Producers working in Western House studios only) or 2) As a .wav file sent to the "R2 LONDON VCS Programmes" store in VCS via the Ingester (only possible from BBC premises) or 3) Sending audio by .ftp from outside the BBC infrastructure (Requires ftp access)	NOT REQUIRED	NO	<ul style="list-style-type: none"> • Unusual effects or technical quality issues should be noted on the Presentation Details (New Presentation Details Form from R2 Presentation). • Filename in the format: "R2 Prog Name ddmmyy Part 1/4 FINAL" or "R2 Prog Name ddmmyy Hour 1/2 FINAL" 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed) 2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this paperwork:</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus, where possible, and signed off by Executive Producer. 4. Presentation Details (NEW FORM FROM RADIO 2 PRESENTATION) and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

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RADIO 1	44.1 KHz, 16 bit Linear .Wav File	<p>1) Direct into the Pre-rec Store in Dira! Word for scheduling in R1 ON-AIR Broadcast Schedule or Autoplayer Schedule in VCS by R1 Operations team</p> <p>or</p> <p>2) As audio CD-R's (Master & Back-up) for Pre-Recorded playout by programme or operations team.</p> <p>or</p> <p>3) Via FTP or other web based application to VCS_Ingestor store for scheduling by R1 Operations team into Schedules.</p>	<p>BBC branded audio CD-R</p> <p>The audio line up of the CD should be the same as the .wav file, not the old BBC Radio spec.</p>	<p>ON CD-R ONLY</p> <p>FORMAT:</p> <p>PROG then 1 MINUTE SILENCE then 30 SECS TONE</p>	<ul style="list-style-type: none"> • Back-up Pack to be delivered to R1 Operations, Room 101, Yalding House by 5pm on day prior to TX (Shows broadcast on Saturday, Sunday & Monday AM should be delivered by 5pm Friday). • Pack should include a selection of Audio CD's, R1 PRE REC Report and back up programme material. • Recording Report in Proteus, where possible. • PRE REC Report should also be emailed to Andy Parfitt; R1 Execs Group; R1 Operations; Broadcast Duty-Manager; LCR Schedules D-List groups in GAL. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed)</p> <p>2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this paperwork:</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB in ROMEO (to be phased out) or on VCS BCP. 3. Compliance Form completed in Proteus and signed off by Executive Producer. 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required, i.e. OB)

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1XTRA	44.1 KHz, 16 bit Linear	1) Direct into VCS (BBC only) or 3) As a .wav file or .flac file to the BBC Radio FTP site (If using Independent facilities). (Requires ftp access)	A BBC branded Audio CD of the fully mixed programme Ready forTX Plus A BBC branded Audio CD of the programme without music	NO	<ul style="list-style-type: none"> • A short synopsis (max 50 words) via e-mail to be sent to the BBC's Editorial representative, along with: • An Audio CD-R 'dry' version of the completed programme (ie without music) • Details of up to three guest for possible contribution to a live discussion after a documentary is broadcast. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed) 2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this paperwork:</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus and signed off by Executive Producer. 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

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6MUSIC	44.1 KHz, 16 bit Linear .Wav File	1) Direct into VCS (BBC only) or 2) As a .wav file sent to the "Delivery" store in VCS via the "Ingester" (BBC only) or 3) Sending audio by .ftp from outside the BBC infrastructure (Requires ftp access)	NOT REQUIRED	NO	<ul style="list-style-type: none"> Recording Report should be placed in the ftp In area & an e-mail sent to Chris Carr & Julian Markham Recording Report in Proteus, where possible. 	1. Photos, pictures or images for publicity, online and interactive (if agreed) 2. Interview Clips or full length interviews for publicity, online and interactive (if agreed) PLUS this paperwork: 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus and signed off by Dave Barber. 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

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5 LIVE	44.1 KHz, 16 bit Linear .Wav File	<p>For BBC producers: Direct into VCS (as separate files for each 25 minute segment) (folder for all programmes: Five Live Network/ Inbox)</p> <p>For Independents: Sending audio (as separate files for each 25 minute segment) by .ftp from outside the BBC infrastructure (Requires ftp access) (folder for all programmes is Five Live Network/ Inbox)</p> <p>Or (if you don't have access to VCS) As audio CDs (Master & Back-up) to Dan McEvoy, Rm 6200, Television Centre</p>	<p>A CD-R of the show in a DVD case (delivered to Dan McEvoy in 6200,TVC) as a back-up. (DVD boxes are available from the PEC in TVC 26438 and BH 53207. They also stock TX quality CDs).</p> <p>NB: If your programme is repeated we need 2x back up CDs in separate boxes, clearly marked with the different TX dates and times.</p>	<p>ON CD-R ONLY</p> <p>FORMAT:</p> <p>Track 1: Part 1 of PROG (duration 25 mins)</p> <p>Track 2: Part 2 of PROG etc then</p> <p>1 MINUTE SILENCE then (final track)</p> <p>30 SECS TONE</p>	<ul style="list-style-type: none"> Recording Report in Proteus, where possible. Recording Report, in the DVD Case with Back-up CD, to Dan McEvoy, Rm 6200, Television Centre. Unusual effects or technical quality issues should be noted on the Presentation Details as well as on the Recording Report. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed)</p> <p>2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>3. Compliance Form sent as a Word document to "5livecompliance@bbc.co.uk"</p> <p>For independents: it must be signed off by independent producer and will be entered into Proteus for signoff by Commissioning Editor 5 live.</p> <p>For internal productions: it must be signed off by producer and a Senior Editorial Figure and sent to be entered into Proteus.</p> <p>Data entry for Proteus compliance will be completed by Schedules & Operations Manager, 5 live, where required.</p> <p>PLUS this paperwork:</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus and signed off by Executive Producer (for independents) or Scheduling and Operations Manager (internal). 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

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BBC ASIAN NETWORK	44.1 KHz, 16 bit Linear .Wav File	1) BWAV, sent by .ftp (from outside the BBC infrastructure this requires ftp access) or 2) INTERIM MEASURE, TO BE PHASED OUT: As audio CDs sent to Mailbox	CD-R x2 (one to Mailbox, the other to BBC Current Recordings).	NO	<ul style="list-style-type: none"> • 2 Broadcast Quality CDs currently still needed for pre-tx listening/back-up & archive, one to Mailbox, the other to BBC Current Recordings. (These are the programme Master & Back-up if your programme is delivered on CD). They should include a Recording Report. • The audio line up of the CDs should be the same as the .wav file, not the old BBC Radio spec. • Recording Report in Proteus, where possible. Hard copy with back-up/archive CDs. • Unusual effects or technical quality issues should be noted on the Presentation Details as well as on the Recording Report. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed) 2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this paperwork:</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus, where possible, and signed off by Executive producer (for independents) or Network Co-ordinator (internal). 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)

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BBC7	44.1 KHz, 16 bit Linear .Wav File	1) Into the 7_UPLOAD folder in VCS (if using BBC facilities). or 3) As a .wav file or .flac file to the BBC Radio FTP site (If using Independent facilities).	NOT REQUIRED	NO	<ul style="list-style-type: none"> • Recording Report in Proteus, where possible. • Unusual effects or technical quality issues should be noted on the Presentation Details as well as on the Recording Report. 	<p>1. Photos, pictures or images for publicity, online and interactive (if agreed)</p> <p>2. Interview Clips or full length interviews for publicity, online and interactive (if agreed)</p> <p>PLUS this “paperwork”, completed in Proteus</p> <ol style="list-style-type: none"> 1. Music Reporting Form 2. PasB 3. Compliance Form completed in Proteus and signed off by Executive Producer or Editor at least 8 weeks in advance of TX, unless prior arrangement for later delivery has been agreed with the Network. 4. Presentation Details and Written Trail 5. Promotion Notes 6. Production Details Form for Radio Times billings and other publicity 7. BBC producers only: Programme Risk Assessment (if required)