

Progress Report

Production Company:	
Working title of Programme(s):	
Name of BBC Editorial Representative:	
Name of BBC Business Affairs Manager:	
Report Stage:	
Please describe the activity and progress on the production since your last Progress Report:	
For Rough Cut stage only (for programmes contracted after 1 st May 2008):	The following people are the Production Personnel (please see below the definition of Production Personnel as defined in the Programme Production Agreement) on the Programme, and have completed the required Safeguarding Trust Training Modules (as set out in the Commissioning Specification):
Please give details of any significant financial, production or other problems encountered to date or foreseen that may materially affect your ability to deliver the Programme(s) in accordance with the contracted Commissioning Specification or by the Delivery Date (or at all).	
<p>Nothing in this Progress Report or its delivery to the BBC shall constitute a waiver of the BBC's rights or your obligation to produce and deliver the Programme(s) in accordance with the contracted Commissioning Specification relating to the production of the Programme(s) or constitute agreement by the BBC of any change to the Programme Production Agreement, the BBC's General Terms for the Production of Television Programmes by Independent Producers and/or the contracted Commissioning Specification.</p> <p>Please send or email the completed Progress Report to the BBC Editorial Representative and the BBC Programme Finance Manager.</p> <p>Signed:.....</p> <p>Name:.....</p> <p>Position:.....</p> <p>Date:.....</p>	

* "Production Personnel" means any person carrying out the following roles on the Programme (irrespective of their contracted job title and unless specifically excluded for legitimate reasons by agreement with the BBC Editorial Representative): executive producer, producer, associate producer, assistant producer, director, editor, programme researcher, writer if the Programme is a factual programme or other programme genre involving the portrayal of factual matters, production manager, head of production, and any other senior editorial and senior production management roles on the Programme.

PLEASE NOTE: Evidence of Production Personnel having completed the required Safeguarding Trust Training Modules must be delivered to BBC prior to the Acceptance of Paper Delivery stage. The Final stage payment will **not** be made until this evidence is delivered.