



in co-operation with



Families of Europe

Living the Enlargement

For some families in Europe the Enlargement will change their lives almost overnight. These reports are about such families, their hopes and anxiety, their joy and despair.



An ERT3 - TVSYD - Circom Regional co-production project
with the collaboration of the European Union

This version is addressed to TV stations in Denmark, Norway, Sweden, Estonia, Latvia, Lithuania, Poland, Germany, the Netherlands, Czech Republic, Slovakia, Switzerland, Austria, Slovenia, Hungary

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Full details: <http://www.circom-regional.org/enlargement/>



**Families of Europe
living the Enlargement**

Executive Producers: ERT3 and SYDPRODUKTION

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Circom Regional co-production project

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Executive Producers: ERT3 and SYDPRODUKTION

This document gives full details of the prospective co-production

- *the rules for participation in the co-production (content, format, technical specifications, available financial assistance)*
- *distribution via EbS*
- *the flow of information*

The aim is to produce and distribute 40 individual items/reports of app. 8 minutes each. These reports will be combined into a weekly magazine with 1 item per programme and with an app. length of 9 minutes. The magazine will be broadcasted via EbS. All Circom Regional members will have the right to record, re-edit and use the reports within their own programmes.

January 2nd 2004 is the start for this co-production. It will run for twelve months.

We are inviting Circom Regional member TV stations from all current and future EU member states to contribute to this co-production. All TV stations that intend to contribute and/or broadcast all or part of this co-production must adhere to the commonly adhered co-production agreement. Please sign the attached co-production agreement and return it to the Project Manager SYDPRODUKTION, Lene Krüger (fax: + 45 76 30 31 86)

Regularly updated information on the co-production including the broadcast schedule on EbS and the complete scripts will be made available on

<http://www.circom-regional.org/enlargement/>



Circom Regional co-production project

Families of Europe *living the Enlargement*

Executive Producers: ERT3 and SYDPRODUKTION

1 Content

1.1 Synopsis

Soon the European Union will have 25 member states. People both in the “old” and the “new” countries need to know more about their neighbours in the enlarged EU.

This co-production aims to follow families in the current as well as in the new member states, particularly families whose life will change because of the Enlargement.

1.2 The Reports

Ideally, we will follow a number of families both “before”, “during” and “after” the Enlargement comes into effect. Alternatively, reports will describe a moment in time ...

Examples:

- new members of the European Parliament
- boarder guards
- families that live close (or across) disappearing borders
- farmers
- “normal” families having a particular opinion about the enlargement



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2 The Required Format

We invite contributions from all current and future EU member states.

2.1 The Reports

- newly produced or very recent
- can partially contain archive material in a good quality
- duration: app. 3 times 8 minutes per family/families
(8 minutes "before", 8 minutes "during" and 8 minutes "after" the day (1st of May 2004) of the enlargement)
- 1 or 2 families per item – perhaps families with quite different opinions about the enlargement
- must not be acting
- as many factual informations about the country as possibly

2.2 Quality

- produced to professional technical standards
- with professional equipment
- with professional technicians
- edited in such a way so as to facilitate re-editing
- recorded on new tapes to avoid tape errors

If the above is not followed, the items will be returned without any payment

For technical requirements, see below, page 11.

The Enlargement: Overview of the ERT3-TVSYD-Circom Co-Production, Families of Europe
updated on 2 January 2004



Families of Europe *living the Enlargement*

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3 Co-production Procedures

The Executive Producer will co-ordinate all aspects of the co-production.

So as to guarantee a constant quality, the contributing TV stations will observe the rules laid down in this document.

3.1 The role of the Executive Producer

The Executive Producer will assure

- editorial coherence
- a balance between reports from the various **current** and **future** member states
- a constant high technical and editorial quality
- to deliver weekly magazines

The Executive Producer may suggest topics to the contributing TV stations but, normally, suggestions for topics will come from the contributing TV stations. The following sequence is foreseen

1. contributing TV stations submit topics to the Executive Producer
2. the Executive Producer selects topics and informs the contributors thereof
3. topics are included into the overall planning
4. contributors send their finalised reports to the Executive Producer
5. **the Executive Producer assesses the suitability and quality of each report (if deemed appropriate, the Executive Producer may ask to make some changes to a report or refuse the report)**

The Executive Producer will make the following information available on the website

- production planning including synopsis of all reports
- broadcast schedule on EbS including the translations in original language and English (see example of how to write the translation)



Families of Europe *living the Enlargement*

Executive Producers: ERT3 and SYDPRODUKTION

3.2 Tasks of the Contributors

The contributing TV stations will produce individual reports according to the agreement with the Executive Producer.

- Items will be sent by courier – at the producer's own expense – to SYDPRODUKTION (please see also the technical specifications regarding tapes).

*Project Manager: Lene Krüger
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Denmark*

*Tel.: + 45 76 30 31 32
Fax : + 45 76 30 31 86
Mobile : + 45 21 63 28 63
Email : lekr@sydproduktion.dk*

- Each item must be delivered with a manuscript in English provided with names of the participants, names of the production team and with detailed statement of the place of shooting (please see attached example).
- If any music is being used that is not free of rights, a listing of all used music (properly detailed) and the duration of each excerpt must be provided.
- Scripts will be provided in the original language and in English. Each contributing TV station will take care of the translation into English itself.
- The following information will also be provided by email (in MS-Word format) to *Email : lekr@sydproduktion.dk*
 - o a list of participants and production team
 - o the translation into English of both, text and statements
 - o the listing of musical excerpts used (to be cleared by the broadcasters)

Apart from the music, ALL reports must be provided FREE of RIGHTS.

- all Circom Members will obtain the right to broadcast the reports
- other partners in this co-production may obtain the right to broadcast
- the European Commission will obtain non-commercial non-broadcast rights for its own archiving, educational and promotional purposes.



Circom Regional co-production project

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3.3 Financial Support

Contributing TV stations can obtain financial support from Circom Regional

- 350 € per minute
- after submitting an appropriate invoice to ERT3 (see the attached example with the required information)
- all payments will be made by ERT3

3.4 The Editorial Committee

The members of the Editorial Committee are Tim Johnson, Lefty Kongalides and Peter Kraewinkels.

The Editorial Committee will decide upon any disputes arising from this co-production.



Circom Regional co-production project

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Executive Producers: ERT3 and SYDPRODUKTION

4 Distribution via EbS

The Executive Producer will package all reports into a weekly magazine

- in total 40 programmes
- duration is app. 9 minutes

4.1 Magazine Content

Running order

- opening sequence including mentioning the European Commission support with the following phrase:

“with the collaboration of the European Union”

- preceding each report : a graphic sequence that shows in which country and exactly where in the country, the item is made
- the report

Graphics

- coherent graphical identity
- appropriate for use in an international environment

4.2 Transmission Schedule

Weekly on Wednesday at 21.00 pm, on Thursday at 5:30 am, on Saturday at 12:00 am.

- First broadcast 31st of March 2004 (week 14)
- Last broadcast 29th of December 2004 (week 53)

The Enlargement: Overview of the ERT3-TVSYD-Circom Co-Production, Families of Europe
updated on 2 January 2004



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5 Broadcasting Regionally

5.1 Planning and Information

In order to facilitate planning and scheduling by producers and broadcasters the following information will be made available on the website

<http://www.circom-regional.org/enlargement/>

- production planning for all reports including synopsis of all reports
- broadcast schedule on EbS including the translation in original language and English

5.2 Recording the EbS Transmissions

- **Satellite** : EUTELSAT HOT BIRD
- **Orbit** : 13° East
- **Receive frequency** : 12,47550 GHz
- **Polarisation** : horizontal
- **Footprint** : Wide beam
- **Symbol rate** : 27,500 Mbauds
- **FEC** : 3/4

Internet: <http://europa.eu.int/comm/ebs/schedule.cfm>

5.3 Broadcasting

Circom Regional Member TV stations are free to use all reports and to re-edit them according to their own needs. Due mention of the producing TV stations must always be made.

The following sentence must be mentioned somewhere during the programme:

“with the collaboration of the European Union”



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After broadcasting, the broadcaster will inform the Executive Producer of the broadcast date and time and the audience reached (for as far as possible). This information will be used to compile a final report on the co-production. (see the attached Check List)

We would like to urge everybody to broadcast the items, as these will be of high quality and very interesting for viewers in both the old and the future countries of the European Union.



Families of Europe *living the Enlargement*

Executive Producers: ERT3 and SYDPRODUKTION

6 Technical specifications for delivery

Format

- preferred formats: 1. DVCpro 25Mbit
2. BetaSP analogue
- alternative formats: DVCpro 50Mbit
IMX
DVcam

All tapes must be new in order to avoid tape errors

Reference signal

- the tape starts with a 50 second colorbar (100% white and 75% chroma) and tone of 1kHz @ OdBu (775mV) on all tracks
- on analogue media 0VU = OdBu
- on digital media OdBu = -18dBFS

Start signal

- 10 seconds of black and audio silence.

Programme start

- the programme must always start on a minute. (2:00:00)

Video

- all programmes must be delivered in 4:3 625 lines 50Hz field-rate (component), meeting relevant EBU standards including those for PAL transmission.



Families of Europe *living the Enlargement*

Executive Producers: ERT3 and SYDPRODUKTION

Audio

- *Mono:*
 - Track 1: Programme (natural sound, interviews, music)
 - Track 2: IT (International track without VO)
- *Stereo:*
 - Track 1: Left Programme
 - Track 2: Right Programme
 - Track 3: Left IT
 - Track 4: Right IT
- if the tape format only provides for stereophonic audio (only two audio tracks) programmes should be delivered in two versions: the first version contains left and right programme, and the second version left and right IT.
- stereophonic sound must be mono compatible.
- audio is limited at +6dBu.

Time code

- the tape is provided with continuous time code according to EBU-recommendations.

Information to be included

The tape is provided with the following information:

- the completed Check List for Mailing Reports
as well as
- timecode start, timecode end, information about audio track contents
- title and script in original language + translation into English
- crew names including reporter, engineer
- music sheet
- how you will broadcast items from the project yourself



Circom Regional co-production project

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Executive Producers: ERT3 and SYDPRODUKTION

Annexes

The Co-production Agreement

Check List for Mailing Reports

Check List for Broadcasting

Example invoice

Example of a production/translation report



Circom Regional co-production project

Families of Europe *living the Enlargement*

Executive Producers: ERT3 and SYDPRODUKTION

Please send to Project Manager, Lene Krüger on fax : +45 76 30 31 86

Co-production Agreement

We hereby agree to participate in the ERT3-TVSYD-Circom co-production project "Families of Europe". We also agree to adhere to the pertinent guidelines given in the Circom Regional document dated 2nd January 2004 that outlines the co-production project.

We hereby confirm that we are aware of the fact that the reports that we may contribute to the co-production, will be distributed by EbS to Circom Regional Members and Associates; and that these will have the right to use the reports, edit them and broadcast them. Also, the European Commission will obtain the non-commercial non-broadcast rights. We will clear all rights for the reports accordingly.

We acknowledge that all participants in this co-production project must sign this co-production agreement.

We undertake to broadcast reports produced within the framework of this co-production project only including the mention

with the collaboration of the European Union

We agree to inform Circom Regional of all broadcasts that result from this co-production project.

Company:

Name:

Date and signature :



**Families of Europe
living the Enlargement**

Executive Producers: ERT3 and SYDPRODUKTION

Please send to Project Manager, Lene Krüger on fax : +45 76 30 31 86

Check List for Mailing Reports

title of the report :

the tape

- is in one of the accepted formats (DVCpro, BetaSP analogue, IMX, DVcam)
- contains original sound and international sound

the following information is included

- timecode start, timecode end, information about audio track contents
- title and script in original language
- translation into English
- crew names including reporter, engineer and participants
- music sheet

a copy of all written information has been emailed

- to lekr@sydproduktion.dk

tapes and written information are being sent by courier

- to Lene Krüger
Sydproduktion Aps
El-vej 2b, DK-6000 Kolding, Denmark
Tel. : + 45 76 30 31 32, Fax : +45 76 30 31 86, Mobile : + 45 21 63 28 63
Email : lekr@sydproduktion.dk

- courier information
 - the courier service:
 - airway bill nr. or ref.

Company:

Name:

Date and signature :



**Families of Europe
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Executive Producers: ERT3 and SYDPRODUKTION

Please send to Project Manager, Lene Krüger on fax : +45 76 30 31 86

Check List for Broadcasting

title of the report :

produced by :

We have broadcast

- the complete report (check one box)
- parts of the report duration :

within our programme called

broadcast dates	time	audience rating (share + nr. of viewers)

We included the mention *"with the collaboration of the European Union"*

- before the report
- at the beginning of the programme
- other :

Company:

Name:

Date and signature :

