

Participation in the production of programmes

The guiding rule is that neither staff nor members can be paid by MG ALBA and by the producer of an MG ALBA-funded production at the same time. The default position is that MG ALBA staff and members, as individuals in the pay of MG ALBA as a commissioning body, should not also be paid to participate in a production commissioned and funded by MG ALBA. If, in exceptional circumstances, written permission has been given and the conditions below satisfied, staff should take unpaid leave. The Board will be notified of staff and members' participation.

It is permissible for staff or members to take part in television programmes funded by MG ALBA provided the following conditions are adhered to:

- **If he or she is to appear in front of camera without payment this is permissible provided**
 - It is made clear that he or she is not representing MG ALBA; or
 - If he or she is representing MG ALBA that written permission has been obtained from the Chief Executive (staff) or from the Chairman (members); and

- **If he or she is to be contracted by a production company:**
 - It is made clear that he or she is not representing MG ALBA;
 - Authorisation has been given in advance in writing by the Chief Executive (staff) or the Chairman (members);
 - That he or she did not take part in the commissioning of programmes (staff), or in the formulation of the programme policy (members) or the assessment of the merits of the programme or of a similar programme in the same genre (staff and members).

“Taking part in the commissioning of programmes” includes being involved in the decision-making process, being in attendance at the part or parts of a meeting at which the merits of the programme proposal are being discussed or being a BBC ALBA broadcast commissioning editor.

“Contracted by a production company” includes any relationship with the producer whereby the individual, in exchange for payment or other personal benefit, provides services or support to the producer, including but not limited to the provision of scripts, research, advice, off-screen production services or on-screen contributions.

Exceptions may be made for staff who, for their own personal and professional development are seconded to a paid production. In such cases, the staff member will continue to be paid by MG ALBA and must not be paid by, or receive other benefits from, the producer.