

GUIDELINES

for drawing up quarterly excerpts from the record of transmission time
of programmes referred to in § 2 of the Regulation

Paper and electronic excerpts from the record referred to in § 5 item 3 of the Regulation, should be drawn up in tables in accordance with models in Appendixes No. 1, 2A, 2B, 2C, 3A, 3B, 3C, 4 to the Regulation. The entire excerpt from the record covering a given quarter embraces a complete set of filled-in tables presented in the above mentioned appendices.

Table 1 contains information that serve to classify programmes transmitted in the quarter to a category covered by the record from the point of view of the Act, i.e. to European works, programmes originally produced in the Polish language, programmes produced by independent producers and programmes produced by independent producers not later than 5 years before their transmission in the broadcaster's programme service. Table 1 **does not contain** information on the date and time of transmission of the given programme in the quarter. Information on transmission of individual programmes described in Table 1 should be included in Tables 2A - 3C.

Each programme (title) should be described in Table 1 in the excerpt for a given quarter only once. The exceptions will cover situations where information on the programme underlying its classification changed during the reporting quarter (e.g. the producer or the creative team of the programme changed). In such a case, information from both before and after the change should be provided, along with an indication, next to the title, of the date of change.

In Table 1 each programme (title) should be described in one line of the table. Information for the description of the programme are included in columns 1-17 of Table 1, covering two pages (in horizontal layout). Individual programmes (titles) should be described in Table 1 in the following order: first, information should be provided on programmes classified by the Broadcaster as European works originally produced in the Polish language, next information on other European works. Within the scope of each of those programme categories, first cyclical programmes should be described, followed by non-cyclical programmes (e.g. transmitted cinema feature films). In respect of each described programme, it should be indicated (in column 7) whether the programme has been produced by an independent producer (or co-producers) within the meaning of the Act, or not. Such an arrangement of the set of titles in Table 1 will facilitate their use and control of correctness of provided information by both the broadcaster itself and the NBC.

Information on transmission of individual programmes (titles) described in Table 1, i.e. dates and hours of transmission as well as the actual duration of successive editions of a given programme in the reporting quarter should be entered in **Tables 2A – 3 C**.

These tables have been designed in such a manner so as to divide recorded programmes into disjoint sets to avoid the repetition, in several tables, of the same information on transmission of programmes. Only in the case of one category: programmes produced by independent producers not later than 5 years before their transmission in the programme service, information will have to be entered twice: i.e. both in the tables related to programmes produced by independent producers (Table 2A, 3A), and in tables related to the sub-set of programmes of independent producers produced not later than in last 5 years before their transmission in the programme service (Table 2B, 3B). It was not possible to avoid this repetition without making the tables excessively complicated.

Tables 2A – 3C should group information on successive editions of a given programme – i.e. first information on editions of one programme (title) should be provided, followed by information on another programme, etc. Further, the principle should be adhered to that, in each case, first information on successive editions of cyclical programmes is provided, and next – on non-cyclical (single) programmes.

Within the scope of cycles, information on concrete transmissions should be provided (for a given cycle) in a chronological order.

Repeats of programmes should be covered on an equal basis as their first transmission on the broadcaster's antenna.

Table 4 should provide totals – for a given quarter – of transmission times of individual categories of recorded programmes and their percentage share in the quarterly transmission time of the programme service, as defined in the Regulation.