

Scope sustainability requirements for the production

Overview

This standard is about reaching agreement on, and shared understanding of the brief and the creative vision of a production and identifying the sustainability requirements to be met at each stage of the production process.

As part of your role, you will be expected to understand budget and cost parameters, as they relate to sustainability.

You also need to understand the parameters of the production and prioritise influence on areas of high emission, for example energy, transport, materials, waste and accommodation.

You are expected to be able to provide information on sustainable suppliers.

You will need to liaise with Heads of Department (HODs), the Production manager (PM) and or Line producer (LP) depending on the size of the production; you may also liaise with Unit managers and Suppliers.

This standard is for those who work primarily in Sustainability lead and manager roles on a production. Some of the tasks could alternatively be undertaken by the Sustainability coordinator depending on the type, size and budget of the production and the size of the sustainability team deployed.

Scope sustainability requirements for the production

Performance criteria

You must be able to:

1. interpret and breakdown a brief to identify areas of decarbonisation within the production considering what is non-negotiable and what is aspirational
2. liaise with the Heads of Departments (HODs), the Studio and Facility management about the brief's requirements
3. explore possible decarbonisation strategies and minimise potential biodiversity impacts and impacts on crew
4. apply these considerations to both on screen and off screen actions, within the editorial parameter
5. suggest changes to the editorial to demonstrate sustainability behaviour on screen where possible
6. attend the recces along with relevant departments and assess the set and location needs as agreed
7. research the infrastructure and facilities proposed for the production, focusing on how sustainability can be effectively integrated into their planning and use
8. work with the production, HODs and senior production leads to identify key decarbonisation initiatives to apply to the production as a whole
9. work with senior production leads to produce initial forecast of the carbon emissions in line with the shooting schedule
10. suggest alternative actions to the production and those involved in overseeing sustainability when original proposals have a high carbon impact on the production
11. confirm and negotiate with production how the sustainability requirements can be addressed within the budget
12. work with the production team on allocating budget to sustainability
13. support the selection of suppliers, vendors and facilities with the required expertise and equipment to fulfill sustainable requirements
14. confirm and establish wrap requirements and potential disposal of waste and circularity of materials including props, sets, costumes, equipment and assets
15. report problems and difficulties to the relevant people
16. establish measures to ensure compliance with policy, regulatory, organisational requirements and industry guidelines and communicate to decision makers when compliance is required

Scope sustainability requirements for the production

Knowledge and understanding

You need to know and understand:

1. who to liaise with to obtain the production brief
2. how the production process works and the production hierarchies
3. different scales and types of productions and the particular environmental challenges and opportunities for each
4. the production schedule and where sustainable solutions can be embedded
5. the importance of understanding and navigating the tension between the creative and the sustainable requirements
6. the production needs of all the departments and how to work in collaboration with them
7. how and why setting priorities supports your role in engaging the production with the sustainability goals
8. the materiality and priorities for decarbonisation and nature restoration work streams
9. how and where to negotiate trade-offs and how to communicate co-benefits for example saved time, money, or improved working environment
10. the importance of educating and influencing with diplomacy when carrying out your role
11. areas of decarbonisation including carbon hotspots and high emission areas
12. how to identify the key areas which may impact on emissions, for example studio and location days, crew size, crowd and extras
13. key initiatives to consider energy and temporary power, transport, materials, catering, waste and disposal, for example hybridised power supply, vegan and vegetarian catering, EV vehicle usage
14. how to maintain senior buy-in to decarbonisation initiatives
15. the infrastructure and facilities required for production bases and shooting locations for example EV chargers, local schemes, recycling policies
16. the application of Hybrid power solutions including Battery Energy Storage Systems
17. circular economy and supply chain circularity and the local communities and organisations to include in circularity planning
18. different tools for forecasting carbon foot prints and meeting the carbon budget set for the production
19. the reporting requirements to complete a greenhouse gas inventory/declaration that satisfy production-level reporting requirements
20. who to report problems or difficulties to and who get support from
21. the policy, regulatory, organisational requirements and industry guidelines

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Advise and guide on sustainability within the production

Overview

This standard is about providing advice and guidance to the production and the production team including the line producer, producer, cast, crew, supply chain and contributors on sustainability within the production.

It also covers reacting to and providing solutions for changes to the production, including editorial decisions and how they might impact the sustainability goals.

This standard is for those who work primarily in Sustainability lead and manager roles on a production. Some of the tasks could alternatively be undertaken by the Sustainability coordinator depending on the type, size and budget of the production and the size of the sustainability team deployed.

Advise and guide on sustainability within the production

Performance criteria

You must be able to:

1. work within local, regional and national legislation and policy
2. identify high impact areas of decarbonisation to focus on within the production including energy, transport, materials, catering and circularity
3. check and confirm that environmental impact or other assessments are carried out when operating in natural spaces and biodiverse habitats
4. consider the allocated sustainability budget within the relevant departments with senior production team to enable you to implement sustainability measures
5. liaise with the Heads of Departments (HODs) exploring decarbonisation strategies, sustainable choices and minimising potential biodiversity impacts
6. confirm the agreed sustainable solution, technology or supplier(s)
7. suggest amendments or alternative solutions to the production or relevant departments and outline the impacts of not choosing the sustainable options
8. establish measures to ensure compliance with policy, regulatory and organisational requirements and industry guidelines
9. provide a business case for additional sustainability funding if available
10. undertake industry training and update knowledge of sustainability as required

Advise and guide on sustainability within the production

Knowledge and understanding

You need to know and understand:

1. local, regional and national legislation and policy
2. the importance of engaging with the local infrastructure and supply chain
3. local communities and organisations to include in circularity planning and legacy projects
4. who the key decision makers and sustainability advocates are within the production team and crew, when and how to engage with them
5. the importance of understanding the impact of productions on natural spaces and biodiverse habitats
6. how biodiversity should influence the decision making around locations and best practice
7. the environmental impact and other assessments to be carried out
8. the principles of greenhouse gas emissions for a production, including where suppliers fit into this, for example scope 1 - 3 emissions
9. what net zero means and how production level carbon reduction strategies contribute to wider net zero targets
10. practical circular solutions that avoid or reduce waste
11. environmentally sound waste management practices, including pollution prevention
12. the financial impact of sustainable solutions including additional costs, savings and additional funding opportunities available through broadcasters or local film offices
13. high impact areas of sustainability to focus on energy, transport, materials, catering and circularity
14. different types of sustainability initiatives and using these to support your role and plans for example the Equity Green Rider and the Climate Content Pledge
15. policy, regulatory and organisational requirements and industry guidelines
16. sustainability practice gained through attending industry training and continued professional development

Advise and guide on sustainability within the production

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Develop sustainability plans and offer solutions

Overview

This standard is about developing detailed sustainability plans and offering solutions on sustainability within the production.

This will involve liaising with the production, the Heads of Department (HODs) and the production team to discuss and finalise sustainability plans and solutions for the production.

This standard is for those who work primarily in Sustainability lead and manager roles on a production. Some of the tasks could alternatively be undertaken by the Sustainability coordinator depending on the type, size and budget of the production and the size of the sustainability team deployed.

Develop sustainability plans and offer solutions

Performance criteria

You must be able to:

1. liaise with HODs to review and plan decarbonisation strategies and sustainable solutions
2. identify pressure points from the script between the creative and the sustainable requirements both on screen and behind the screen
3. explore and minimise potential biodiversity impacts
4. suggest amendments or alternative sustainability solutions for the proposed plans
5. work with production leads or HODs on sustainability planning and implementation
6. agree and finalise the sustainability plan in collaboration with the relevant sustainability lead
7. bring key decision makers up to speed on the how and why of the proposed sustainability solutions
8. present the plan to production, cast, crew, contributors and suppliers
9. request feedback and suggestions on the plan for sustainable practices
10. attend the preproduction meeting for cast, crew and contributors to highlight the decarbonisation plans for the production
11. find opportunities to engage with cast, crew and contributors on the decarbonisation plans for the production
12. create a green memo to clearly communicate what the key sustainability goals are for the production and what the responsibilities are for the team
13. adapt sustainability plans and communicate changes to departments, cast, crew, contributors and suppliers
14. create and share sustainability updates with both cast, crew and contributors
15. establish measures to ensure compliance with policy, regulatory, organisational requirements and industry guidelines

Develop sustainability plans and offer solutions

Knowledge and understanding

You need to know and understand:

1. production aims, objectives and plans including shooting schedule and how these interact with sustainability plans
2. how to identify the pressure points between the creative and the sustainable requirements both on screen and behind the screen
3. how the production process works
4. the production needs of all the departments and potential impacts of sustainable practices on their work
5. the importance of getting agreement and buy-in from the line producer and the HODs
6. how to get buy-in from the departments, cast, crew and contributors for sustainable practices
7. strategies to build engagement, improve motivation and develop a collaborative sustainability culture both internally and externally
8. local, regional and national legislation and policy
9. the importance of the supply chain
10. how the key principles of sustainability including energy, materials, transport and biodiversity can be applied and how these principles should inform purchasing decisions
11. the importance and benefits of communicating sustainability updates to drive engagement, align on sustainability goals, and promote accountability
12. the type of sustainability updates to share with cast, crew and contributors for example digital newsletters, formal memos, emails, WhatsApp groups messages
13. the importance of engaging cast, crew and contributors to provide feedback and suggestions for sustainable practices
14. the policy, regulatory, organisational requirements and industry guidelines

Develop sustainability plans and offer solutions

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Overview

The standard is about developing and maintaining communication channels on sustainability including sustainability updates and memos from the beginning of the production throughout to the wrap report.

It is also about the importance of using these updates and memos to keep cast, crew and contributors engaged and motivated and to celebrate achievement.

This standard also covers educating cast, crew and contributors on sustainable production methods.

This standard is for those who work primarily in Sustainability lead, manager and coordinator roles on a production. Some of the tasks could alternatively be undertaken or supported by the Sustainability assistant depending on the type, size and budget of the production and the size of the sustainability team deployed.

Performance criteria

You must be able to:

1. establish and agree clear lines of communication with all departments
2. tailor communication methods and timelines to the needs of the production
3. build relationships with all departments and suppliers and be available to answer production and crew queries on sustainability measures and impact
4. communicate the sustainability goals and ongoing objectives
5. work in collaboration with the production to schedule sustainability communication
6. visit all production spaces to share and collate information on sustainability implementation in all departments
7. provide updates on sustainability implementation progress to the production, cast, crew and contributors, and any other relevant stakeholders including funders, commissioners and broadcasters
8. tailor and deploy existing resources
9. use the sustainability updates and memos to keep cast, crew and contributors engaged and motivated
10. create a wrap report or final green memo to share with the production, cast, crew and contributors and any other relevant stakeholders including suppliers where applicable
11. communicate mitigations and positive actions and learnings celebrating success with cast, crew, suppliers and contributors

Knowledge and understanding

You need to know and understand:

1. how to draft concise sustainability communications, for example updates and memos
2. how to manage and analyse data to ensure accuracy when communicating progress on a range of measurable metrics
3. the range of communication methods, tools and approaches used to engage with different audiences and create behaviour change
4. the benefits of tailoring and deploying sustainability communication ideas
5. how to agree a schedule with the production for issuing sustainability communications
6. how to work collaboratively and communicate with all relevant teams and departments when creating sustainability memos and updates
7. the benefits of visiting production spaces to collate information on sustainability actions
8. how being integrated as part of the production across all departments helps you with your role in implementing sustainability practices
9. the importance of celebrating achievement and recognising learnings in the updates, memos and wrap reports

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Suite	Sustainability for Productions
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Overview

This standard is about monitoring sustainability solutions that you implement in order to evaluate their impact.

This will involve working with Heads of Department (HODs) as well as suppliers, vendors and facilities.

This standard is for those who work primarily in Sustainability lead and manager roles on a production. Some of the tasks could alternatively be undertaken by the Sustainability coordinator depending on the type, size and budget of the production and the size of the sustainability team deployed.

Performance criteria

You must be able to:

1. liaise with the relevant teams to check the feasibility and achievability of the sustainability solution
2. confirm budget available for any sustainability-related costs
3. work with the finance department to agree on templates and invoice models and requirements of sustainability monitoring to aid data capture and to assist with standardisation
4. research and propose alternatives when original plans aren't feasible
5. monitor and record the success of trials and solutions adopted
6. compare and contrast the success of the selected solutions
7. assess and communicate the wider positive impacts of sustainable solutions
8. establish measures to ensure compliance with policy, regulatory and organisational requirements and industry guidelines

Knowledge and understanding

You need to know and understand:

1. how to cost up sustainability solutions and work within the budget for example discussing the budget to move spending from fuel spend to low carbon kit rental
2. which data needs to be collected and tools to monitor it such as equipment telemetry systems and options
3. how to liaise with the finance department for standardisation
4. systems and tools used by the production and accounts team to track and distribute information
5. methods and tools to monitor and record the success of the solutions
6. how to compare and contrast the sustainability solutions used
7. how to assess carbon savings of sustainability solutions deployed
8. the importance of communicating the wider positive impacts of sustainable solutions for example the application of Hybrid power solutions including Battery Energy Storage Systems
9. policy, regulatory, organisational requirements and industry guidelines

SKSSP5

Collaborate with production to implement and monitor the success of sustainable solutions



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Suite	Sustainability for Productions
Keywords	collaborate; implement; monitor; success; sustainability; sustainable solutions; productions;

Overview

This standard is about using the agreed calculator and reporting systems to monitor environmental impacts and accurately record relevant activity data.

This will involve using a carbon calculator, toolkit and reporting system selected for the production.

This standard is for those who work primarily in Sustainability lead, manager and coordinator roles on a production. Some of the tasks could alternatively be undertaken or supported by the Sustainability assistant depending on the type, size and budget of the production and the size of the sustainability team deployed.

Performance criteria

You must be able to:

1. confirm the system and reporting tools to be used for recording and monitoring sustainability on the production
2. confirm the data to be collected and aspects of the production to be monitored in line with the confirmed toolkit
3. consider and select the best method to collect and collate the agreed data
4. liaise with all departments and production finance to collect the agreed data
5. cross check the data between accounts data provided and department data provided
6. check and enter the data into the carbon calculator or reporting tool
7. work with the production finance team to complete carbon budget and carbon cost reporting processes
8. report progress and outcomes to the responsible person
9. establish measures to ensure compliance with policy, regulatory, organisational requirements and industry guidelines
10. put measures in place to ensure that the final carbon footprint sign off by the finance team aligns with the final ledger

Knowledge and understanding

You need to know and understand:

1. the terminology associated with legislation, protocols, national standards and regulations and how these relate to the data collected
2. sustainability monitoring systems and carbon recording tools and how to use these for example BAFTA albert, PEACH PEAR PLUM
3. the importance of environmental data literacy and data handling
4. the data required for the specified calculator and toolkit and who to liaise with to obtain it including suppliers
5. how to interpret production environmental data in order to prioritise sustainability strategies
6. the principles of greenhouse gas emissions for a production, including where suppliers fit into this, for example scope 1-3 emissions
7. what net zero means and how production level carbon reduction strategies contribute to wider net zero targets
8. the importance of accurate and consistent data collection and monitoring

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Suite	Sustainability for Productions
Keywords	confirm; use; carbon calculator; reporting system; monitor; sustainability; productions;

Complete the sustainability certification process

Overview

This standard is about the steps undertaken to complete a certification process for sustainability on a production.

The toolkit and certification process used may differ production by production and will be communicated to you at the start of your role.

This standard is for those who work primarily in Sustainability coordinator roles on a production. Some of the tasks could alternatively be undertaken or supported by the Sustainability assistant or member of the production team depending on the type, size and budget of the production and the size of the sustainability team deployed.

Complete the sustainability certification process

Performance criteria

You must be able to:

1. check and confirm the sustainability certification requirements for the production
2. liaise with the certification system or tool owner on any queries
3. complete and submit the required documentation for the sustainability certification system or tool being used
4. compile an evidence file and share with the production as required to ensure their auditability
5. provide reports on progress with the certification process to the production and the sustainability team
6. upon completion of the certification process obtain the sustainability certification for the production
7. provide the sustainability certification to the responsible person, with the guidelines around use of certification and associated logos bespoke to the certifier

Complete the sustainability certification process

Knowledge and understanding

You need to know and understand:

1. the sustainability certification requirements of the systems and tools you are using
2. who to liaise with to get support with the certification tool and process
3. the timelines for starting and completing the certification process
4. the importance of progress reports and who to share these with
5. how to complete the sustainability certification process and obtain the sustainability certification
6. the guidelines around use of sustainability certification and associated logos bespoke to the certifier
7. who to provide the certification to

Complete the sustainability certification process

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Overview

This standard is about evaluating sustainable approaches, solutions and future improvements to key aspects such as energy, transport, materials, catering and circularity.

This will also involve analysing and reporting on the carbon emission impact of the production.

This standard also about presenting recommendations and sharing best practice.

This standard is for those who work primarily in Sustainability lead and manager roles on a production. Some of the tasks could alternatively be undertaken by the Sustainability coordinator depending on the type, size and budget of the production and the size of the sustainability team deployed.

Performance criteria

You must be able to:

1. retrieve and analyse the emission report to understand the carbon emission impact of the production
2. assess and analyse the impact of actions taken to reduce carbon footprint of the production
3. collate the information to prepare the sustainability wrap report, final green memo or final newsletter within a specified timeframe
4. produce the report and provide recommendations highlighting cost impacts and achievements
5. present the sustainability wrap report, final green memo or final newsletter to cast, crew and contributors
6. produce and share case studies drawing out engaging stories from the data as required
7. communicate mitigations, positive actions and learnings celebrating success with cast, crew, suppliers and contributors
8. report lessons learnt to those responsible for future or ongoing productions as required

Knowledge and understanding

You need to know and understand:

1. how to retrieve and analyse the carbon emission report
2. the importance of understanding the carbon emission impact of the production
3. how the sustainability actions taken impacted on the carbon footprint
4. how to accurately calculate emissions avoided
5. the importance of tailoring messaging to the audience to give the greatest impact of the learnings
6. elements to include in your wrap report, final green memo or final newsletter for example breakdown of emissions, cost impacts, fuel and CO2 savings
7. the importance of following confidentiality of information and data sharing restrictions
8. the agreed methods for presenting a wrap report, final green memo or final newsletter to cast, crew and contributors
9. the benefits of producing case studies to share best practice
10. the importance of sharing sustainability learnings to develop a collaborative sustainability culture both internally and externally

SKSSP8

Evaluate and report on sustainability solutions used for the production



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