



Irish Film Institute

INSTRUCTIONS FOR DELIVERY MATERIALS FUNDED BY COIMISIÚN NA MEÁN (CNAM) TO THE IFI IRISH FILM ARCHIVE

December 2023

These instructions are updated regularly. Please make sure you are reading the most recent instructions which can be downloaded here: <https://ifi.ie/archive-contract-deliveries>

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Delivery Instructions

Please announce your delivery to the Archive in advance by emailing digitaldeliveries@irishfilm.ie. In your email state clearly:

- The expected date and method of delivery
- Who your project has been funded by (Coimisiún na Meán)
- The materials that are to be submitted
- The name and contact details of the individual to whom we should direct further communication to

NOTE: If funded by more than one funding body between Arts Council, Screen Ireland, and Coimisiún na Meán you will need to deliver multiple times - once for each funding body. For example, a project funded by Screen Ireland and Coimisiún na Meán will need to be delivered twice.

AV MATERIAL & SUPPORTING MATERIAL DIGITAL DELIVERY

To submit the required material via the IFI Archive portal, you must first request a link to the portal using this email address digitaldeliveries@irishfilm.ie

We will provide you with a link to transfer the **AV and Supporting Material**, please be cognisant it may take up to 10 days for your link request to be facilitated.

If the **Supporting Material** can't be uploaded together with the AV material, it can be sent by WeTransfer or Dropbox to digitaldeliveries@irishfilm.ie.

You may be asked to wait to upload your material depending on the level of traffic our portal is receiving at that time.

If you are delivering a long series, you may be asked to deliver in batches to lessen the strain on the portal.

AV MATERIAL & SUPPORTING MATERIAL PHYSICAL DELIVERY

Physical AV material should be supplied on hard drives/flash drives. LTO are not accepted.

Portable hard drives should be NTFS formatted with USB-3 connectivity.

Carriers will not be returned. All costs associated with delivery including the costs of the carrier must be borne by the depositor.

Confirmation of delivery

- Once you have successfully transferred the material to the IFI Archive it will go into a queue for checking. Please be cognisant that it may take up to 5 working days for material to undergo the preliminary checks that will be required in order for the Coimisiún na Meán to approve the AS11 and Digital Documentation deliverables.

- You will receive an email from the Archive acknowledging receipt of the materials (**AV and Supporting materials**). Your materials will not be considered to have been delivered until you have received this email.
- When you received confirmation that the material has been received, please update the AS11 and digital documentation deliverables on your contract record on www.baionline.ie confirming that the material has been transferred to the IFI Archive and then submit each deliverable on <https://www.cnam.ie>.

Approval/Rejection

The IFI Archive will notify the Coimisiún na Meán when the check is completed, once material has passed the preliminary check the relevant deliverables will be approved by Coimisiún na Meán staff on <https://www.cnam.ie>.

MANDATORY: AS11 UK DPP PACKAGE

Please be aware that any materials delivered surplus to listed qualities and quantities outlined below will not be preserved by the Archive and will be deleted without notice.

For purposes of digital preservation, it is essential that filenames do not include special characters. Please exclude fadas, accents, spaces and the following characters in all AV filenames:

" # % & ' * + / : ? @ \ < > |

The AS11 UK DPP package consists of one video file and one DPP Metadata XML sidecar and one STL file.

AS-11 UK DPP Technical Specifications:

We accept both AS11 UK DPP HD and AS11 UK DPP SD

Standard Definition:	High Definition:
Wrapper: MXF	Wrapper: MXF
Video Bit Rate: 50Mb/s	Video Bit Rate: 100 Mb/s
Video Codec: D10	Video Codec: AVC Intra
Video Codec Parameters: 4:2:2 P@ML	Video Codec Parameters: High Level 4:2:2 at level 4.1
Audio Codec: <8 Channels WAV/AES3 (e.g. 1+2=L&R Mix / 3+4=M&E where available)	Audio Codec: PCM pairs, AC-3, or Dolby E

For more information on technical specifications for AS11 please see: https://amwa-tv.github.io/AS-11_UK_DPP_HD/AMWA_AS_11_UK_DPP_HD.html

DPP Metadata XML sidecar

The DPP Metadata XML sidecar is a requirement of the AS11 UK DPP standard. Please ensure that the MD5 checksum on the XML sidecar matches that of the submitted MXF. A mismatched checksum will result in an immediate rejection.

Please see this link for further information and some available options for creation of the XML side car from DPP member companies: <https://www.thedpp.com/as-11/tools>

STL Subtitles file

English Language Hard of Hearing (HOH) subtitles must accompany all AV submissions pursuant to Coimisiún na Meán contracts.

- Subtitles must be in the form of a sidecar in the EBU subtitling data exchange format (.stl)
- SubRip Text (.srt) sidecars will not be accepted and will result in a rejection
- Subtitles burned-into the image of the MXF will not be accepted and will result in a rejection
- We accept subtitles in the English Language or Irish Language only
- For bilingual programming, we will also accept a translation subtitle .stl file in addition to the HOH file. Please ensure translation and HOH .stl files are named appropriately
- Any subtitles submitted in any other language will be deleted without notice

WAV Audio Description file

MANDATORY for Children's or Drama productions if ISL version was not produced

Submitted as Broadcast WAV File(s) conforming to the specification EBU-Tech 3285. The Contractor must ensure that the programme file duration and timecode of the AD WAV(s) exactly match the principal .mxf file(s).

or

The AD file(s) are submitted within the .mxf(s) in accordance with the standards set out in the DPP AS-11 File Delivery Requirement standard.

Supporting Material Requirements

Please deliver all supporting materials:

- in one single folder, with no subfolders
- without any spaces or any of the following characters in any filenames:

" # % & ' * + / : ? @ \ < > |

If the title of a film/programme/episode is more than one word, it is preferable to use the title's acronym for all filenames, e.g. THITG_Biographies.

MANDATORY SUPPORTING MATERIALS

Biographies

Biographical information for key cast/crew members and production companies. Please include information such as name, career history, nationality, or education. Please exclude CVs, personal contact information, or financial information.

Word count: up to 1000 words per person/institution

Quantity: 1 file per production

Format: MS Word document

Filename example: Title_biographies.docx

Synopsis

A logline and brief synopsis, and optionally a long synopsis.

Word count: Log line – up to 30 words;

Brief synopsis – up to 125 words;

Long synopsis [optional] – up to 300 words.

Quantity: 1 file per episode/production

Format: MS Word document

Filename example: Title_synopsis.docx (or EpisodeTitle_synopsis.docx)

Credits

The full credits as shown on screen. Avoid using tabular formatting, spaces and tables to format the information. Please do not include instructional information e.g. “change card”. The following is an example of how a credit should be formatted:

Director: Lenny Abrahamson

Producer: Ed Guiney

Quantity: 1 file per episode/production

Format: MS Word document

Filename example: Title_credits.docx (or EpisodeTitle_credits.docx)

Stills

Stills taken of the film or television programme.

Quantity: Minimum of 5, maximum of 10 per production

Format: Uncompressed TIFFs, at the highest resolution possible.

>> >> We will accept JPEGs if they are the original image format. **Please do not convert JPEGs to TIFFs, as this results in a lower-quality image.**

DPI: 300 minimum (unless nothing else is available)

Filename example: Title_still_001.tiff

>> Please do not include image captions or copyright information in filenames.

Captions

Captions for each image deposited.

- Describe the scene depicted
- give the name(s) of the character(s) and actor(s)/individuals depicted
- the location depicted and filmed

Quantity: 1 file per production

Format: MS Word document

Filename example: Title_captions.docx

Script

The final script.

Quantity: 1 file per episode/production

Format: PDF or MS Word document

Filename example: Title_script.pdf

OPTIONAL SUPPORTING MATERIALS

Press Release

Information created for the marketing of the production.

Quantity: 1 file per production

Format: PDF or MS Word document

Filename example: Title_PressRelease.pdf

Behind-The-Scenes Images

Photographs documenting the production of the film or TV programme.

Quantity: Maximum 5 per production

Format: High resolution uncompressed TIFF format. [We will accept JPEGs if they are the original image format. **Please do not convert JPEGs to TIFFs**, as this results in a lower-quality image.]

DPI: 300 minimum

Filename example: Title_image_001.tiff

Digital Poster

Poster used to advertise the production.

Quantity: 1 file per production

Format: PDF, TIFF, or JPG

DPI: 300 minimum

Filename example: Title_poster.pdf

Hardcopy Posters

Poster(s) used to advertise the production.

Quantity: Maximum 3 posters per production