



Irish Film Institute

DELIVERY INSTRUCTIONS

Coimisiún na Meán Submission Packages

October 2025

These instructions are updated regularly. Please make sure you are reading the most recent instructions for Coimisiún na Meán which can be downloaded [here](#).

If your production is funded by more than one organisation (e.g. Coimisiún na Meán and Screen Ireland) you **MUST** submit separate packages for **EACH** funding body.

Please ensure that you return the **Submission Checklist Form** sent to you by the Digital Deliveries team indicating what material you will be submitting to the archive.

Contents

| | |
|---|---|
| Introduction and important information | 3 |
| Delivery Methods | 3 |
| Digital | 4 |
| Technical Specifications | 4 |
| AS-11 UK DPP (Coimisiún na Meán requirements) | 4 |
| Mandatory | 4 |
| Optional | 5 |
| Supporting Materials | 5 |
| Mandatory | 6 |
| Optional | 6 |

Introduction and important information

In accordance with your Coimisiún na Meán (CNaM) funding agreement, you are required to submit a complete package that includes the audio-visual, technical files and all supporting materials.

Please be aware that the Irish Film Archive only accepts full packages. Incomplete submissions will be rejected. Please review this document in full for all technical specifications and details of all mandatory and optional material to include in your submission. You will be sent a **Submission Checklist Form** to complete and a **Media Shuttle Upload Link** so you can deposit your materials.

If the Digital Deliveries team have not received all your mandatory submission materials and your **Submission Checklist Form** within **10 working days** the incomplete package will be rejected, and you will be required to resubmit.

Once you have submitted all your material a confirmation email will be sent confirming receipt of your files.

Your files will undergo quality control to ensure it meets technical specifications outlined in this document in compliance with your funding agreement. Your submission will be processed as quickly as possible, but this can take up to **six weeks** during busy periods.

Once your package has been approved you will be notified with an approval form sent via email. The Archive will also contact the funding body/bodies confirming that the materials have been delivered to the IFI Irish Film Archive for preservation.

If your submission is rejected, you will receive an email along with a rejection form explaining the reasons for rejection, and what steps need to be taken to solve the issue. You will be asked to resubmit your material and the six-week QC process will start again.

You will be required to resubmit all your material within **10 working days**, or the incomplete package will be rejected again.

Submission materials can be rejected for one of the following reasons:

- Missing mandatory materials.
- Submission contains unauthorised additional materials.
- Non-compliant audio-visual material.
- Technical errors detected during the QC.

Delivery Methods

Before delivering any material to the IFI Archive you must send an announcement email to digitaldeliveries@irishfilm.ie with the following information:

- The official title of the production.
- The expected date of delivery.
- The method of delivery (digital or physical – see below)
- The name of the production company and the main contact person's details.

- Production year and country.
- Format (documentary, drama, entertainment, animation, education)
- Genre (comedy, historical, horror etc)
- Intended audience (as stipulated in your CNaM treatment)
- Number of episodes (for series submissions)
- Programme/transmission duration (if multiple episodes are submitted include all of these).

Digital

After you have sent your announcement email and given your main contact person's details a link to our file sharing portal will be sent to you so you can upload your AV and supporting materials. All AS-11 packages must be sent to the IFI through our file sharing portal.

You will also be supplied with a delivery checklist document, which you should return along with your submission.

Technical Specifications

Please ensure that all file names do not include special characters, fadas, accents, spaces, or symbols in filenames.

AS-11 UK DPP (Coimisiún na Meán requirements)

Full technical specifications for creating AS-11 files and xml sidecars can be found [here](#) and [here](#).

We accept both AS-11 UK DPP HD and AS-11 UK DPP SD with the following specifications:

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

Mandatory

AS-11 UK DPP Package

- 1 AS-11 UK DPP package consisting of one .mxf file and one xml sidecar per episode/package.
- All AS-11 UK DPP submissions must have at least 20 seconds of colour bars and tone at the start of each episode.
- All AS-11 UK DPP submissions must have at least 7 seconds slate at the start including the following information:
 - Production number (optional)
 - Series title and episode title/number (as applicable)
 - Version (e.g. pre/post watershed, if applicable)
 - Part number (if applicable)
- The slate may have an optional clock included. If a clock is included it must not be blocked by a logo and it must tick down; it cannot be a digital clock.
- AS-11s with clock/slate in between parts of an episode are also acceptable.
- All AS-11s must have 3 seconds of silent black following the clock/slate.
- The end of the file must include 5 seconds of silence with a black slate or freeze frame.

Hard of Hearing Subtitles

- Hard of Hearing Subtitles in the EBU Subtitling Exchange Format (.stl). SubRip Text (.srt) subtitles or subtitles burned into the .mxf will be rejected.
- Subtitles should be in the English or Irish language.

Audio Description

- Audio Description (AD) files are mandatory for Children's or Drama productions if an Irish Sign Language (ISL) was not produced.
- AD files must be submitted as either:
 - Broadcast WAV files conforming to the [EBU-Tech 3285](#) specification OR
 - An embedded track within the .mxf in accordance with standards outlined in the [DPP AS-11 file delivery requirements](#).

Optional

Subtitles

- For bilingual programming we also accept a translation subtitle file (.stl) in addition to a HoH subtitle track.

Supporting Materials

Text documents: The following file formats are acceptable: .docx, .odt, .pdf, .epub, .txt.

Images: The following file formats are acceptable: .tif (preferred), .png, .jpg .pdf (for posters only)

Mandatory

- Biographical information for key cast/crew and production companies (up to 1000 words per person/institution).
- Synopsis:
 - Logline – up to 30 words
 - Brief synopsis – up to 125 words
- The full credits shown on screen.
- A minimum of **5** and a maximum of **10** still images with a minimum DPI of **300** (unless nothing else is available).
- Stills captions – text document accompanying the stills describing scene depicted, names of characters, actors or individuals depicted and the location.
- The final script (if available – exceptions can be made for documentary/unscripted).

Optional

- Synopsis:
 - Long synopsis (up to 300 words)
- Press release
- Behind the scenes stills – A maximum of **5** will be accepted, surplus images will be deleted without notice.
- Digital poster (**1** per production) with a minimum DPI of **300**.
- Hardcopy poster (maximum **3** per production)