

## Albert Calculator – a quick start guide

This guide is designed to get you set up and running on the albert carbon calculator. If after reading this you still have some questions or problems then you're welcome to contact us at [info@wearealbert.org](mailto:info@wearealbert.org) or on 020 7292 5807. We're a small team, with lots of productions to look after but we'll aim to get back to you as quickly as possible.

One quick thing to note – this is a guide for our carbon calculator and shouldn't be confused with albert Certification.

The calculator allows you to work out the carbon footprint of your production. This is a compulsory step for anyone who is making a production for the BBC, Sky, ITV or UKTV and Channel 4. For those who want to take things a bit further, we offer albert Certification. This isn't mandatory but it's fantastic for those who are taking steps to reduce their footprint and want recognition for this on their productions end credits.

### 1. Getting set up.

There are 3 roles that will need filling for the albert calculator:

**User** – This is the person who will adding information and data into the calculator. They are normally a production coordinator but anyone can fill this role. You can have multiple users adding information into the same footprint.

**Reviewer** – This needs to be a senior member of your team and someone who can take responsibility for reviewing any footprints submitted by a user. A reviewer can also set up a new production footprint in albert.

**Administrator** – This is the person who has overall responsibility for a production company's albert account. It should be a senior, in house person as it will be their responsibility to create new users and productions, as well as assign reviewers to productions. This person can be the same as the reviewer if you are a small team.

### 2. Creating new accounts

Once set up, an administrator can create new accounts for users and reviewers in their company.

1. Log in, click on settings (top right) and chose "user details" from the drop down menu.
2. Click on "add user" and fill in the main information (username, name and surname, email address and password). Please make sure you tick the new user's responsibility (admin, reviewer and/or user). For consistency, we suggest choosing 'first name' 'last name' as the format for the username, but if it is not available, just choose another. Please note: passwords are case sensitive

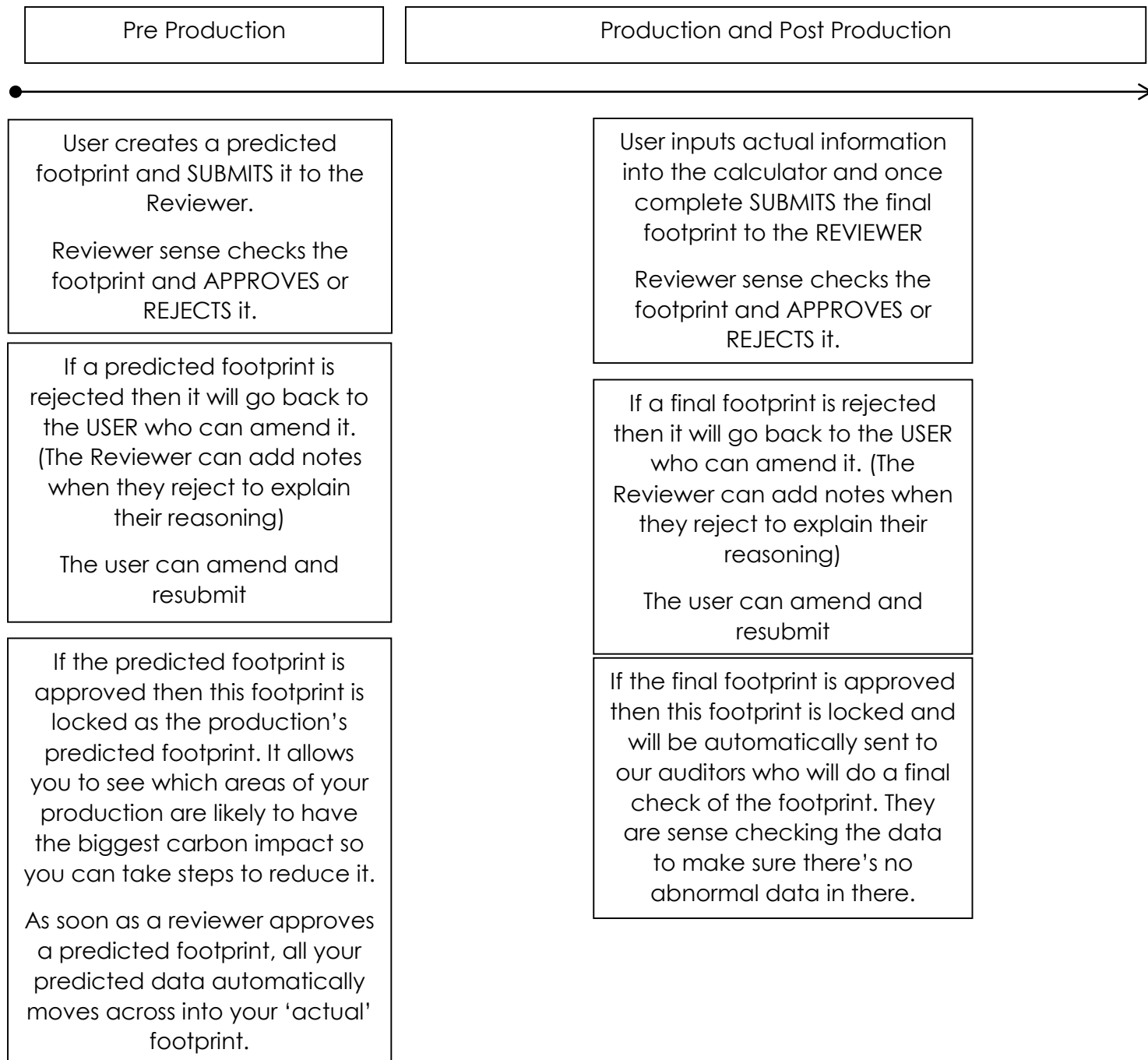
### 3. Starting a production footprint

A new footprint has to be set up by an admin or a reviewer.

Log into albert and select the "New" button. Enter all the information required, making sure you assign a reviewer and at least one user.

If the production intends to go through the albert certification please tick the box "eligible for certification" (bottom right) and fill in the information required. Please note, you should have the same reviewer attached to both the footprint and the certification.

#### 4 The footprint workflow.



If the Auditors REJECT the footprint, it will be retuned with comments to the reviewer and user who can must any amends needed before resubmitting

If the footprint is APPROVED then the user and reviewer get a confirmation email. (This is what broadcasters will want to see to release final payment)

### **What's the point of doing this?**

Our ultimate goal is to help the industry become carbon neutral and to do this, we need to be able to measure how much carbon our productions are emitting so that we can take steps to reduce it. By completing your carbon footprint, you are helping us to build up a picture of our industry which in turn can help us to find the solutions to making carbon reductions.

On a more personal level, by breaking your programme down and looking at the various elements that contribute to a carbon footprint, you're able to see how and where you can make a difference. For junior members of the team, this is also an incredibly helpful way to look at the budget breakdown of a production and understand how spend is allocated. It's great knowledge for future production planning.

### **Why is there a predicted and an actual stage?**

We ask you to create a predicted footprint so that you can see which areas of your production are likely to have the highest carbon impact. We don't expect the data you submit here to be perfect but by doing a prediction you'll firstly be able to see what area of your production you might want to focus on to reduce your footprint (i.e if you have a high travel footprint, can you switch from flights to train journeys?) You'll also become aware of the information you need to collect for your actual footprint.

### **I'm not sure all the questions are relevant to me.**

The calculator is built to accommodate a wide range of production genres so you may find you don't have information to enter in every section. For example if you didn't use generators you may not have anything to put in the 'other fuels' box so just leave this blank. If you're unsure then chat to your reviewer or give us a call or email.

### **What's the difference between the calculator and certification?**

The calculator allows you to work out the carbon footprint of your production. This is a compulsory step for anyone who is making a production for the BBC, Sky, ITV or UKTV and Channel 4. Lots of other companies choose to use it too. For those who want to take things a bit further, we offer albert Certification. This isn't mandatory but it's fantastic for those who are taking steps to reduce their footprint and want recognition for this on their productions end credits. Certification also needs to begin at the pre-production stage. In order to achieve 1, 2 or 3 star certification, you will need to answer a series of questions about what you intend to do to reduce your footprint. See our Certification guide for more info.

### **My footprint's really high! Does this mean I fail?**

Through the calculator we're just measuring impact and helping to shine a light on the impact your production is having. There's no pass or fail. What we ask is that – as a team – you look at how you could reduce your footprint.

**I don't know where to find the information required to complete my footprint.**

All the questions in albert are linked to your budget so even if you don't know the information, there should be someone in your team or one of your suppliers who can help. We recommend letting all your suppliers know at the start of your contract with them that you're using albert and that you require certain information from them by a certain time. Making this clear up front will make it a lot easier to get the right data at the right time.

For example, your lighting team should be able to help you with the KWh power used on location. Your car hire company can help with confirming the mileage used by your hire car.

**I've submitted the final footprint and heard nothing – what happens now?**

It can take up to 10 working days for a footprint to be audited from the time it's submitted. At this point you should receive an email notifying if your footprint has been approved or rejected.

Please do bear this final stage in mind so that your final payment from the broadcaster isn't delayed. If you've not heard anything, 10 working days after submitting your footprint then you can email us at [info@wearealbert.org](mailto:info@wearealbert.org)

**I've completed the calculator. Can I have a logo for my end credit board?**

In order to receive the end credit logo you will need to complete the albert certification. This is also free to do but does need to be started at the pre production stage.

**What more can I do?**

Excellent question. There is always more you can do to reduce your productions footprint. Take a look at [www.wearealbert.org](http://www.wearealbert.org) where we have case studies, tips and practical advice relating to all areas of a production.

**My production details have changed**

No problem. You can easily edit all your production details from the title of a production to its end date and any other data by clicking on the