ALBERT

# albert Calculator

## a quick start guide

hi!

## This guide is designed to get you set up and running on the albert toolkit.

If after reading this you still have some questions or problems then you're welcome to contact us at info@wearealbert.org . 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.

info@wearealbert.org

## 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 most UK broadcasters. For those who want to take things a bit further, we offer a carbon action plan. This is a fantastic step to take for those who are taking actions to reduce their carbon footprint. When a carbon action plan is successfully completed you will be awarded albert certification.

1

# Getting set up.

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

1

### User

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

2

### Reviewer

The reviewer should be a senior person on the production (such as a HoP) who will be accountable for implementing sustainability on the production. The reviewer doesn't have to input data into the calculator, however they can review the data at any time, ask users to amend it or amend it themselves. Prior to the 2021 update of the albert calculator, reviewers needed to approve footprints and certifications before they were submitted to albert, this step has now been removed so if the production would like the footprint to be reviewed internally before it is sent to the albert team, they should contact their reviewer before submitting. You can have more than one reviewer.

3

### Administrator

This is the person(s) who has overall responsibility for a production company's albert account. This should be an in house person as it will be their responsibility to create new users and productions, as well as assign users and reviewers to productions. You can have more than one administrator.

2

# Creating new accounts.

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

1

**Log into albert**

Click on **ADMIN** located at the top of the screen.

Choose **user management** from the drop down menu.

2

Click on **add new user**

Fill in the user's email address

3

If there are no user accounts matched with this email address you can **fill out the details** and the **type of account required**. If the email is already registered you can add your company to their profile.

**Please note** passwords are case sensitive

3

# Starting a production footprint.

**A new footprint can be set up by an admin, reviewer or user.**

1

**Log into albert**

Select the **ADD PRODUCTION** button, located at the top right of the screen.

2

Enter all the information required, making sure you **assign a reviewer** and at **least one user**.

3

If you are a co-production or have multiple funders or broadcasters you can **add them in the set up page**.

4

# The footprint workflow

## Pre production

**USER** creates a draft footprint and **DOWNLOADS** it when all the entries are entered

1
**user**
inputs information to the draft footprint

2
**user**
finalises each entry and submits final footprint

If the **AUDITORS REJECT** the footprint, it will be retuned with comments to the **USER** who can make any amends needed before resubmitting

auditor rejects

3
**auditor**
approves or rejects the footprint

If the final footprint is **APPROVED** by the auditor then the user and reviewer get a conformation email

auditor approves

4
**confirmation email**
This is what broadcasters will want to see to release final payment

## Production and post production

Auditors will do a final check of the footprint. They are sense checking the data to make sure there's no abnormal data in there.

## 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.

> **we need to be able to measure how much carbon our productions are emitting so that we can take steps to reduce it.**

## Why is there a draft and an actual stage?

We ask you to create a draft 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 have any over nights you may not have anything to put in the ‘accommodation’ section so just leave this blank. If you’re unsure then chat to your reviewer or drop us an email.

## What’s the difference between the calculator and carbon action plan?

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 most UK broadcasters. Lots of other companies choose to use it too.

For those who want to take things a bit further, we offer the carbon action plan. This isn’t mandatory for every broadcaster but it’s fantastic for those who are taking steps to reduce their footprint and want recognition for this on their production’s end credits. The carbon action plan also needs to begin at the pre-production stage and when it is successfully completed , the production will be awarded albert certification. 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.

## 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.

> **"your lighting team should be able to help you with the KWh power used on location.**

## 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 you 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

## 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 carbon action plan. This is also free to do but does need to be started at the pre production stage.

## 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 production details tab.

# and finally...

## 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 where we have case studies, tips and practical advice relating to all areas of a production.