COPY 2

THE LEVESON INQUIRY

BBC Disclosure – First Tranche - 16 Sept 2011

SCHEDULE OF DOCUMENTS

NUMBER	DESCRIPTION	DATE
A	EDITORIAL POLICY MATERIALS	
	BBC EDITORIAL GUIDELINES (BBC-Wide) (Commissioned, approved and reviewed by BBC Trust)	
	Current Editorial Guidelines	
A1	Editorial Guidelines (2010 version) (Available at www.bbc.co.uk /editorialguidelines/)	12/10/10
	Past Editorial Guidelines since 1 Jan 2005	
A2	Editorial Guidelines (2005 version)	24/07/05 – 11/10/10
A3	Producer's Guidelines (2000 version with 2004 amendments)	Amends 15/07/04
A4	Producer's Guidelines (2000 Version)	2000
	BBC EDITORIAL POLICY GUIDANCE NOTES (BBC-Wide) (Issued by Editorial Policy to supplement the Editorial Guidelines with further explanation of their themes and practical tips)	
	Current Editorial Policy Guidance (Available at www.bbc.co.uk/guidelines/editorialguidelines/)	
A5	Access Agreements and Indemnity Forms	Oct 2010
A6	Anonymity	Oct 2010
A7	Conflicts of Interest	Undated
A8	Financial Journalism Guidelines	Oct 2010
A9	Informed Consent	Oct 2010
A10	Internet Research	Oct 2010

A11	Investigations	Oct 2010
A12	Privacy and Factual Entertainment	Oct 2010
A13	Reporting Crime	Oct 2010
A14	Right of Reply	Oct 2010
A15	Secret Recording and Record of Secret Filming and Recording Proposal Form	Undated
A16	Stills, Photographs and Images	Oct 2010
A17	User Contributions in News Output	Oct 2010
	Past Editorial Policy Guidance – since 1 Jan 2005	
A18	Access Agreements and Indemnity Forms	06/06/06
A19	Access Agreements and Indemnity Forms	28/02/06
A20	Conflicts of Interests Guidelines	20/01/04
A21	Crime and Anti-Social Behaviour	Undated
A22	Reporting Crime	31/05/05
A23	BBC Financial Journalism	27/06/05
A24	Informed Consent in factual programming and Contributor Consent Forms	19/06/06
A25	Informed Consent in factual programming and Contributor Consent Forms	22/11/05
A26	Internet Research	06/06/06
A27	Investigative Journalism Guidance	22/06/04
A28	Off-Air Activities: Guidance for News and Current Affairs Presenters and Editorial Staff in BBC News, BBC Nations and Regions and BBC Global News	02/05/06
A29	Secret Recording	27/05/05
A30	The Use of Stills, Photographs and Images	01/10/07
A31	User Generated Content (Video, Audio and Stills Contributions from members of the public in BBC News Output)	2006

	PROGRAMME OR DEPARTMENT SPECIFIC EDITORIAL MATERIALS	
	Current:	
A32	BBC Vision: Rogue Trader Bible (relevant excerpts)	May 2010
A33	BBC Vision: Rogue Trader Health and Safety Guidance (relevant excerpts)	Feb 2010
A34	BBC Vision: Consumer Unit Handbook (relevant excerpts)	Sep 2007
A35	BBC News Online guidance: Section on Breaking News (relevant excerpts)	16/07/09
A36	Guidance for journalists working on BBC News website: Section 12: Sources (relevant excerpts)	2008
A37	BBC News (Plymouth): Inside Out South West Guide for new joiners (relevant excerpts)	2009
A38	Editorial Processes – How BBC News Works	22/01/07
	Past:	
A39	BBC Vision: Consumer Unit Handbook (relevant excerpts)	Sep 2006
A40	BBC Vision: Consumer Unit Handbook (relevant excerpts)	May 2003
A41	BBC News: Online writing guide (Section on Sourcing text and pictures) (relevant excerpts)	2005
	EDITORIAL TRAINING MATERIALS ISSUED BY BBC ACADEMY	
	Current Editorial Policy Online Training Modules:	
A42	DVD of 10 online training modules, detailed below (The DVD will not launch automatically – choose individual module folder and then click 'launch.html' file) NB – All training modules are available online via www.bbc.co.uk/editorialguidelines	
A43	**Accuracy:** Gathering Material - Script	12 Oct 2010
A44	**Accuracy:** Finding and Verifying Contributors – Script	12 Oct 2010
A45	**Privacy:** Privacy and Consent – Script	12 Oct 2010
A46	**Privacy:** Reporting Death, Suffering and Distress – Script	12 Oct 2010

A47	**Privacy:** Secret Recording – Script	12 Oct 2010
A48	**Privacy:** Secret Recording for Consumer Research – Script	12 Oct 2010
A49	**Privacy:** Secret Recordings made by Third Parties – Script	12 Oct 2010
A50	**Fairness, Contributors and consent** - Script	12 Oct 2010
A51	**Reporting Crime and Anti-Social Behaviour:** Reporting Crimes and Anti-Social Behaviour – Script	Jul 2011
A52	**Reporting Crime and Anti-Social Behaviour:** Dealing with Criminals, Witnesses and Victims - Script	Jul 2011
	Past Editorial Policy Training:	
A53	DVD of Editorial Policy Training (based on 2000 edition of Editorial Guidelines)	01/01/05 – 12/10/10
	Current BBC Academy: College of Journalism Training	
	Material from BBC College of Journalism Website: **The website is available at www.bbc.co.uk/journalism** **NB: The following pages are those we consider fall within the scope of the inquiry. We have not provided DVD copies of embedded videos at this stage. Please let us know if you require further material from this site.**	
A54	Skills – pages relating to User Generated Content	Current
A55	Skills – Original Thought page and 'Contacts' miniguide	Current
A56	Skills – Storytelling – TV Investigations page	Current
A57	Ethics & Values – Truth & Accuracy – pages including reference to note-taking and sources	Current
A58	Ethics & Values – Independence – pages relating to independence in relation to politics and leaks and conflicts of interest	Current
A59	Ethics & Values – Public Interest – including pages on secret recording and the 'Public Interest and Privacy' and 'Public Interest and Subterfuge' assignments	Current
A60	Ethic & Values - Sources	Current
	Past BBC Academy: College of Journalism Training	
A61	Sources, Scoops and Stories (Face to Face training course) Trainer's Script and Powerpoint presentation	Aug 04 – Apr 05

	Current BBC Academy: College of Production Training	
A62	Production Research - Trust, Accuracy and Authority in Research (Face to Face Training course) Course Outline	
	Past BBC Academy: College of Production Training	
A63	Finding and Assessing Contributors – Course Outline	2003 – 12/05/10
B	**DATA PROTECTION ACT 1998 and COMPUTER MISUSE ACT 1990 MATERIALS**	
	Policies, Handbooks & Guidelines issued by Information, Policy & Compliance Department	
	Current:	
B1	Acceptable Use Policy Version 03.09	25/05/08
B2	Data Protection Handbook (version 8) – August 2010	01/09/10
B3	Global Operating Procedure for Data Protection	20/04/09
B4	Data Protection Guidelines for productions – Producers	10/02/10
B5	Data Protection Guidelines for Productions – Crews	10/02/10
	Past versions of Data Protection Handbook	
B6	Data Protection Handbook (version 7) – August 2010	27/08/10
B7	Data Protection Handbook (version 6) – June 2010	03/06/10
B8	Data Protection Handbook (version 5) – May 2010	19/05/10
B9	Data Protection Handbook (version 4) – January 2010	13/01/10
B10	Data Protection Handbook (version 3) – November 2009	03/11/09
B11	Data Protection Handbook (version 2) – June 2009	17/06/09
B12	Data Protection Handbook (version 1) – August 2008	Aug 2008
	Department Specific Data Protection Material	
B13	Data Protection – Outline of Likely Compliance Regime & English Regions Actions Necessary	Aug 2008

5

	Data Protection Training Courses issued by BBC Academy	
	Current Mandatory online Data Protection training for all BBC Staff:	
B14	Data Protection online – version 2	01/02/11
	Current Supplementary online Data Protection training for specific divisions. This is not mandatory but staff in the relevant divisions are encouraged to also complete this training.	
B15	Data Protection online – Version 1 – Finance & HR Systems	Oct 2009
	Data Protection online – Version 1 – Future Media & Technology	
	Data Protection training – Production: Keeping Data Secure	Mar 2010
	Past BBC Academy online Data Protection Training Courses	
B16	Mandatory Data Protection online training	19/01/09 – 01/02/11
	Current BBC Academy face to face Data Protection Training courses	
B17	Data Protection Face to Face training materials (NB – The powerpoint presentation is dated 11 May 2011, but this represents the last time the course was run)	Jan 2010
	Past BBC Academy face to face Data Protection Training courses	
B18	Data Protection training materials	Aug 2008 – Dec 2009
B19	Data Protection training for Presenters – briefing documents	Jan 2011 (one-off course)
B20	Data Protection training for the Programme Legal Advice team	Sep 2009 (one-off course)

C	OVERSIGHT OF EDITORIAL POLICY	
	Executive Oversight – current	
C1	Editorial Guidelines – Contractual Requirements for BBC staff - Information about you - Letters from HR Direct - Past version	Current 2009
C2	BBC Complaints process including explanation of three stage complaints process. www.bbc.co.uk/complaints/	Current
C3	Handling Editorial Complaints – Internal Guidelines	20/01/05
	BBC Trust Oversight – current	
C4	'How we govern' and 'Governance framework' (from BBC Trust website)	Current
C5	Protocol B – Standards and strategy BBC Protocol B2 Editorial Standards	 Dec 2010
C6	'How we operate – Committees' page (from BBC Trust website) BBC Trust Committee Terms of Reference – Editorial Standards Committee	Dec 2010
C7	Protocol E on 'Compliance and Oversight'	Current
C8	E1 Trust oversight of the BBC	May 2010
C9	E2 Investigations	May 2010
C10	'How to make an appeal to the Trust' (from BBC Trust website) www.bbc.co.uk/bbctrust/about/complaints_appeals/	Current
C11	E3 BBC Complaints framework	May 2010
C12	E3 BBC Complaints framework Procedure No 1: Editorial complaints and appeals procedures	May 2010
C13	The BBC's Editorial Guidelines 2010 (from BBC Trust website)	12/10/10
C14	BBC Trust Report: Researching the BBC's draft Editorial Guidelines with the UK public	Oct 2010
C15	BBC Trust Report: Editorial Controls & Compliance	May 2008

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C16	BBC Trust Independent Evaluation of the BBC's Action Plan. Editorial Controls and Compliance. January to March 2008	May 2008
C17	'Lord Patten publishes review of BBC governance' (BBC Trust press release) and BBC Trust Review of Governance	 Jul 2011
	Past BBC Governors' Oversight	
C18	Documents from the archived website of the BBC Governors including: - About the Governors - What we do - Standing Orders of Board of Governors (October 2005) - What we don't do - Sub-Committee Meetings - Governors' Programme Complaints Committee: Terms of Reference (February 2005) - Procedures for handling complaints (24 July 2006) - Complaints Bulletin - BBC Trust: What this means for the BBC Governors	2005-06
D	**COMPLIANCE**	
D1	Pan-BBC Compliance framework (from BBC Compliance portal homepage)	Current
D2	BBC Vision Compliance Policy	Jun 2011
D3	BBC Vision guidance for completing compliance form and blank compliance form	Current
D4	BBC Audio & Music: Compliance Policy plus blank compliance form Past compliance policies	02/04/11 2005 - 2011
D5	BBC Trust Audit of compliance in Audio & Music	Mar 2010
D6	Fraud Management, including bribery and corruption policies	Current
E	**RISK REGISTER**	
E1	Managed Risk Programme List - explanation	Current
E2	BBC News Magique Risk Register – excerpt	Current

F	DISCIPLINARY ACTION	
	Anonymised list of disciplinary action provided pursuant to paragraph (c) in 5 August letter to Mark Thompson	
G	BONUS POLICIES	
	Bonus policies of the BBC provided pursuant to paragraph (e) in 5 August letter to Mark Thompson	