



Responsible Production Memo – Sky Entertainment Group

Welcome to our Sky Responsible Production

We're delighted to welcome you as our Responsible Production Coordinator on our production. Sky believe everyone on production is responsible for sustainability, inclusion and wellbeing in their role/department, but recognise the importance of having dedicated support in these areas.

This Memo helps to set out our expectations across production, including milestones, targets and support from our team. Sky's production team and Responsible Productions Lead will play an active role in supporting you to deliver on these areas and will always be on hand to discuss solutions and opportunities throughout your work on this production.

If you have any questions, please email your line manager, Sky's Production Exec and our Responsible Productions Lead, Charly Conquest.

Key Duties (non-exhaustive):

Prep:

- Agree regular scheduled check ins with Sky on responsible productions and confirm necessary attendees from production.
- Review and implement Sky's Mandated Actions and Going Further Points .
- Implement tracking for Diamond, Albert training and ScreenSkills mandated training. If bespoke sustainability training is desirable in place of albert's standard training, communicate this to Sky.
- Connect with the production's access coordinator and work with them on a plan to support on crew outreach including implementing of reasonable adjustments as required.
- Review and familiarise yourself with Sky's Inclusive Production principles and support your production to adhere to these.
- Complete initial draft carbon footprint.
- Interpret and breakdown a brief to identify decarbonisation opportunities in terms of non-negotiable and aspirational, in line with Sky's targets. This should aim to work within your approved budget but can provide business case for additional funding if required to meet goals.
- Review Sky's 2026 Sustainable Production Principles, departmental guidance and talent information pack (*to be sent separately*) and agree a plan for roll out, monitoring and reporting on effectiveness.
- Oversee selection of suppliers, vendors and facilities, where approved by production and in line with the sustainability goals including leveraging any Sky supplier deals (see PSL).
- Ensure effective delivery, monitoring and reporting on your production's budgeted Innovation Trial.
- Work with departmental leads to ensure a Power Planning meeting is scheduled to optimise clean power and ensure energy monitoring measures are in place for accurate data collection.
- Lead on core communications e.g. Green Memos/newsletters/competitions, wellbeing memos, on set signage and posters, mandated training.
- Ensure accounting procedures/tagging is in place to enable accurate sustainability data collection and that requirements for tagging invoices are communicated to all relevant crew members for accurate data collection across energy/fuel, transport and materials.
- Confirm and establish wrap requirements to ensure circularity of materials and assets.

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Key Duties (non-exhaustive) cont.:

In Production:

- Establish clear lines of communication with all departments, and suppliers.
- Manage any sustainability budget and provide business case for additional funding if required to meet goals.
- Provide regular updates to cast, crew, broadcasters and production on responsible productions and find creative ways to increase engagement.
- Document/monitor/support per department sustainability initiatives and update weekly via email summary.
- Ensure accurate collection of data and ongoing data updates from individual teams e.g. waste reports.
- Engage with departments towards end of filming period to find ways to sustainably dispose of materials (e.g. costume sales, set recycling).
- Work with Sky on suggestions for any on-set capture to celebrate sustainability on production where relevant.
- Ongoing review and updates regarding how you are tracking against Sky's 2026 Sustainable Production Principles, specifically our three key expectations around travel, clean power and reduction of materials.
- Ongoing tracking/following up on ScreenSkills training completion.
- Ongoing tracking/following up on Diamond reporting, and continued support for the production's Access Coordinator, including ensuring requests for reasonable adjustments are logged and actioned.

Certification & Evaluation:

- Attend a quality control session to review albert data before submission. This should include Sky's Analyst.
- Create a wrap report, final green memo and complete all albert certification with a focus on data accuracy & report lessons for future productions back to broadcaster and production.
- Chase outstanding ScreenSkills certificates and finalise Diversity & Inclusion tracker.
- Review any final report from the production's Access Coordinator and input as required. Feed back to Sky and your production any improvements that could be implemented in future regarding accessibility on production.

We're delighted to support you in your role as Responsible Productions Coordinator and look forward to collaborating with you to bring our shared goals to life on our show.