



Film Offices: UK (FO:UK) Terms of Reference

Remit and Purpose

Established in August 2013, Film Offices UK is not an official body; however, it acts as a forum in which independent film offices across the UK can come together to consider best practice, current industry trends and where applicable, share a group affiliation membership to The Production Guild.

Membership

Membership is informal and is open to any independent film office that promotes and facilitates filming in a regional or city area of the UK and is wholly or partly funded by local authorities.

Administration

Each year, one of the member film offices shall be elected as the Lead Office to manage all central administration, communication and financial tasks for the forum, as well as act as the central contact for The Production Guild membership. Each year offices will be able to express an interest in acting as lead office. Where more than one office expresses an interest in taking on the role and a decision cannot be reached, the FO:UK members will take a vote on which office will take the lead role.

Meetings

- Meetings will be held biannually – members of the group are not expected to attend all meetings.
- The Lead Office will ensure meetings are convened in an easily accessible location, ideally early afternoon to ensure everyone can travel off peak.
- Prior to a meeting, the Lead Office will determine whether there are a sufficient number of members planning to attend in order to proceed.
- The Lead Office shall be responsible for setting out and distributing agendas.
- The Lead Office shall be responsible for chairing and recording meetings.
- After each meeting, the Lead Office shall distribute a summary of the meeting and any action points.

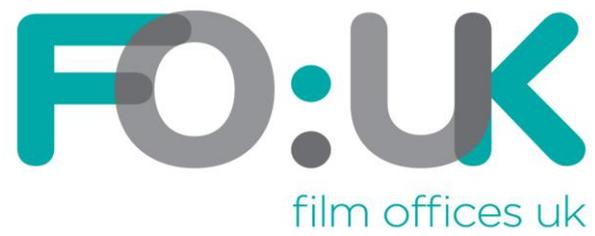
The Production Guild Membership (PGM)

Those film offices wishing to join The Production Guild as an affiliate group can do so with the following considerations:

- The advertised affiliation fee for PGM is £1000. FO:UK has negotiated a fee of £1500 for 6 member offices. This, or any other negotiated fee, will be split equally between all film offices wanting to join and must be paid in advance.
- Any participant in PGM will be committing to at least one year's membership.
- The Lead Office will administer membership – submitting or renewing the application, collecting membership fees from other participants and then paying for the membership in full.
- For the current fee six film offices may attend any one Production Guild event; therefore it is unlikely any one film office will be able to attend all events.
- PGM runs alongside the financial year therefore any film office wanting to join must do so at the start of the year and make financial contributions available by 15th of March.

Other relevant events

The Film Offices UK Group is not limited to meetings and joint PGM and can explore other, mutually beneficial joint ventures, such as event attendance at The Production Show/BVE for



example. It should also be considered as a trusted Forum for best practice and advice from other members whether by email, phone or in person.