



## COPRODUCTION DEPARTMENT

### HOW TO USE COPRODUCTION DECLARATIONS

#### **WHICH DECLARATION TO USE?**

There are four different Declarations:

- The Creator's Declaration
- The Canadian Producer Declaration – Preliminary recommendation
- The Canadian Producer Declaration – Final recommendation
- The Declaration on Exemptions for Non-Canadian/Non-Coproducing Courtesy Credits

Telefilm will only accept the Declaration templates available on its website and no unilateral changes may be made by the producer.

Note: It is **not required** to have the coproduction declarations sworn before a commissioner of oaths.

#### **WHEN TO COMPLETE A CREATOR'S DECLARATION?**

A *Creator's Declaration* must be completed when the creator hired is Canadian. No Declaration is required when the creator is from a coproducing country.

#### **THE DECLARATION MUST BE PROVIDED FOR WHICH CREATORS?**

The following persons are considered as creators and therefore Declarations must be completed for them:

- Scriptwriter (at all steps of the script)
- Author of the adaptation
- Bible writer (including graphic bible for animation projects)
- Main writer, story editor

One Declaration per creator is required EVEN IF THE PERSON IS A FULL-TIME EMPLOYEE OF THE PRODUCER. The same document can be used for a writer who wrote several episodes of the same series or who had different involvement in the writing (i.e. writer and story editor).

#### **INFORMATION REQUESTED IN THE DECLARATION:**

- **Pseudonym:** If applicable, it is necessary to provide us with the pseudonym of the creator. Telefilm will respect the confidentiality of a creator's real name as well as his or her decision not to appear in

the screen credits of a work.

- **Date of contract and nature of work:** Creators must specify the date of each contract signed with the Producer and describe the nature of the work provided. However, it is not necessary to provide a copy of the contracts referred to in the Declaration.

## **WHEN TO COMPLETE A CANADIAN PRODUCER DECLARATION?**

The *Canadian Producer Declaration* must be provided when applying for both the preliminary and final recommendation.

### **PRELIMINARY RECOMMENDATION**

The Canadian Producer Declaration must be provided at this stage only when the Canadian producer has hired a Canadian creator. No Canadian Producer Declaration is required when the creator is hired by the foreign coproducer.

The producer must provide a Declaration at this time to guarantee use of the scripts for which a writing contract has been signed.

One and the same Declaration may group together: all Canadian creators having signed a contract at this stage, several scripts by the same creator in the case of a series as well as several functions held by a same creator on a production (e.g. scriptwriter and main author).

### **FINAL RECOMMENDATION**

The producer must submit a new *Canadian Producer Declaration* at the final recommendation step. The aim of this document is to:

- Obtain a guarantee about the use of scripts commissioned at the Preliminary Recommendation stage; and
- Allow the producer to provide an update on any scripts that might not have been used.

## **WHEN TO COMPLETE A DECLARATION ON EXEMPTIONS FOR NON-CANADIAN/NON-COPRODUCING COURTESY CREDITS**

A non-coproducing country individual granted a producer-related screen credit, other than a lead performer or a non-key-position technician, will be required to file the “Declaration - Exemption for non-Canadian courtesy credits” and is limited to being on set for a maximum of 25% of principal photography.

Permitted exemptions for non-coproducing country producer-related screen credits are limited to those in list A or list B, as set out below.

While courtesy credits may be chosen from either list, they must not exceed the number of credits given to Canadians or coproducing country individuals from the same or higher list.

For example, if a non-coproducing country individual is given one list A credit, at least one Canadian OR coproducing country Individual must be given a list A credit. If two non-coproducing country individuals are given a list B credit, at least two Canadian OR coproducing country individuals must be given a credit from either list A or list B.

List A:

Executive Producer  
Senior Executive  
Executive in Charge of Production  
Supervising Producer  
Associate Producer

List B:

Supervising Executive  
Production Supervisor  
Production Executive  
Production Associate  
Executive Consultant  
Production Consultant  
Creative Consultant

*Note:* if it appears clearly from the project's credits that a non-coproducing country individual is receiving a List A or B courtesy credit due to their role within a distributor or broadcaster, no declaration or equivalent credit for coproducing country individuals will be required.

We wish you a successful coproduction!