



Standard Procedure for Coordinating National Film Review

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Bhutan InfoComm and Media Authority
Royal Government of Bhutan

Introduction

This standard procedure is prepared for the Content Management Division and the designated official of the Authority coordinating the national film review by the National film review board (NFRB) to streamline and institute the process of the film review. The standard procedure will ensure uniformity and set standards for consistent and transparent implementation of the film review process.

PRE-REVIEW

The Content Management Division shall:

1. Initiate the process for the review of film(s) based on the receipt of the application, the review fees and the film copy submitted on or before 12 noon of Thursday to be reviewed during the same weekend.
2. Maintain properly and securely the film copy received for the review.
3. Coordinate the film reviews on a sequential order based on date of receipt on Saturday which should commence at 9.30 AM. In the event of more than two films for review, schedule the review on Sunday of the same weekend.
4. Prepare and make all logistic arrangements befitting the status of the National Film Review Board.
5. Process the honorarium of Nu.3000/- (three thousand only) to be paid to each member of the film review present duly sealed in each envelope.
6. Facilitate to provide the synopsis of the film to the film review members through email in advance.
7. Ensure that the identity of the film review members designated for reviewing a particular film is kept confidential from the producer or anyone associated with a film before the film is reviewed.
8. Identify and designate official(s) to coordinate the film review(s).
9. Prepare copies of the Individual Film Review Form, Consolidated Film Review Form, Conflict of Interest Form, Honorarium Payment Receipt Form and five copies of the synopsis of the film before the film is reviewed.

DURING REVIEW

The designated official shall:

1. Keep ready the Film Copy, Individual Film Review Form, Consolidated Film Review Form, Conflict of Interest Form, Honorarium Payment Receipt Form, five copies of the synopsis of the film and five sealed envelope(s) containing the honorarium for the review members before the film review commences.
2. Make sure that no un-authorized persons are admitted in the film review hall including the care-taker and other officials of the Authority unless authorized by the Director General of the Authority.
3. Admit a maximum of three representatives of the film production house (Director, producer & technician) during the film review.
4. Ensure that the “Conflict of Interest Form” is signed by the film review members present before the commencement of the film review.
5. Distribute the individual review forms to the film review members and provide the consolidated review form to the Chairman designated for the particular film review.
6. Open the sealed copy of the film in the presence of the Film Review Members and the Producer/director.
7. Commence the film review on time.

POST REVIEW

The designated official shall:

1. Request the team from the production company present during the film review to leave the review hall.
2. Not participate in any manner whatsoever while the film review members discuss their individual observation(s) to arrive at a decision based on consensus ensuing the film review.
3. Hand over the copy of the film to the producer or the director in the presence of film review members once the decision is recorded in the consolidated form and signed by all the members present.
4. Request the film producer/director to seal the copy of the film in the presence of the review members and receive the sealed copy in the event, the film requires further consultation or review.

5. Pay the honorarium of Nu.3,000/- (Three thousand) to each member present and obtain the signature against their name in the format prepared for the purpose.
6. Collect the individual film review form from the review members and the consolidated review form from the Chairman and confirm that all the film review forms are duly signed with the full name of the member and are complete in all respect.
7. Seal the individual and the consolidated review forms in an envelope in the presence of the film review members.
8. Ensure that the care-taker of the office is informed to take charge of the office premises before leaving.
9. Submit the sealed envelope containing the review documents along with an independent observation report on the film to the Authority on the first working day after the film is reviewed.
10. Maintain properly and securely the film review documents and the confidentiality of the discussions until the decision of the film review board is prepared and conveyed to the production company in writing by the Authority.