



ATPE GUIDING PRINCIPLES (Advertising technicians' association)

- Cordiality and firmness are the two basic principles this association originated with.
- ATPE's action field: Any commercial advertising audiovisual and graphic production whatever the final media platform may be (TV, Internet etc...)
- Based mainly upon the safety of technicians and in order to avoid "abuse" at work, the three main statutes are:
 1. To limit and establish the working day hours
 2. To set the minimum rest hours between working days
 3. To request a settled maximum time limit on invoice payments
- The following information has been approved at the associations' general assembly. All the stated terms involve the MINIMUM fulfillment of such. Technicians will therefore, obviously, be able to negotiate further favorable conditions individually.
- Our approach is simply to revise and improve these basic working terms in a very near future.
- The starting date for these terms: All shoots from the 1st of January, 2015 onwards.

1. – WORKING DAY:

- To distinguish between the following notions: Shoot day and Working day. Shoot day will contemplate the hours from general camera crew call to camera wrap. Working day complies each technician's individual hours: that's from every person's individual call time on location until their personal wrap (including pickup and drop off times).
- **Shoots days** will NOT be allowed to run over 16 hours. The producer will be able to request technicians to allow for '1 golden hour' if anything scheduled hasn't been shot in the established maximum period of 16 hours.. Technicians will either agree or disagree upon this extra hour.
- **Working days** (individual to technicians) will be 14 hours (13h +1h lunch). Anything running over that will be overtime.
- **Working days** will UNDER NO CIRCUMSTANCES run over 17 hours (16h + "1 golden hour"). Crew members won't be allowed to work over these established working day times. Shifts within the department or a second shift of alternative crew members will

have to be organized in the case of having to work over the established period of time in one working day.

- The working day will be reduced to 13 hours (including lunch) in the case of having to schedule a lunch break shorter than 1 hour. Under no circumstances will the lunch break be any shorter than 30 minutes and will always have to be scheduled 6 to 8 hours from the general crew call.
- Given the case that a working day has no option but to be scheduled to be longer than 17 hours (for instance if involving 'celebrity' availability), the producer will have to foresee and double up the whole crew, including Director of photography.
- There shall be EXTREMELY exceptional circumstances under which a producer will have the option of requesting overtime (past these 17 hours). Technicians will have to consider this request as a cause of said exceptional circumstances and will come together to make a combined decision on the extra time. ATPE will oversee all shoots, and will have to be previously aware of this circumstance in order to analyze the 'exceptionality' of these happenings.
- Travel time will be considered within a working day when it exceeds 45minutes or 50km of travel distance to location from the center of the city, town or village where the production company has its base.

2. TURN AROUND:

- 9 hours will be the minimum mandatory turn around time from individual wrap time to following day's call time at location (includes pickup times). Turn around may be reduced to an ABSOLUTE MINIMUM of 7 hours undergoing a penalty of the cost of 1 hour overtime every hour, per hour starting from that 9th hour.
- Assistant Directors will have to include each member of the crews' individual call time on the call sheet. Production reports will include call time, camera wrap and individual wrap time of every crew member and will have to be signed of by said crew members and production manager.

3. PAYMENTS:

- According to the law, payments have to occur within 89 days from the invoice date. ATPE's intention is to gradually reduce this period of time to 30 days.
- ATPE will, throughout its members, thoroughly assess and oversee production company's payment dates and will be aware of those companies who don't comply with such dates.
- Those production houses who don't comply with that period of 89 days from invoice date will, under the law, be publicly exposed to the members of the association by ATPE in order for these to assume the risks or delay of payments for the offering their professional service to such companies.

- In the case that such company is part of the APCP (Advertising production companies association); these will be notified.
- In case of needing legal advice, a legal department will be at any ATPE members' disposal.

MEMBERS OF ATPE:

- Any advertising film technician is able to be a member of ATPE. In order to be so, he or she will simply have to make a semiannual payment of 60€ and will automatically be a part of ATPE.
- Members shall comply with these statutes and demand the compliance of the production company as well. Members will have to inform the production company of their association with ATPE from the moment of the hiring.
- Any member aware of a production company breaching these principles shall inform the ATPE.