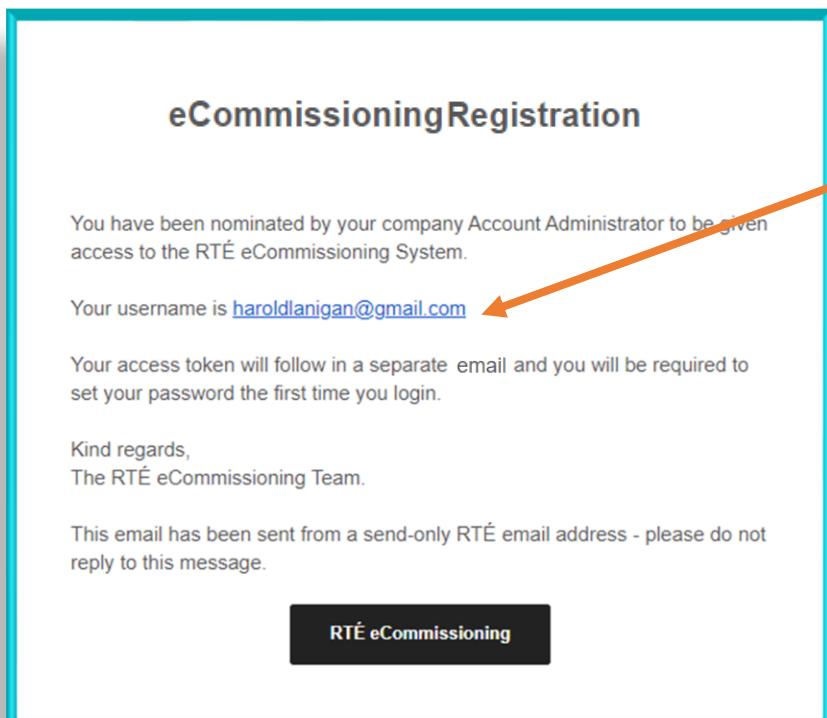


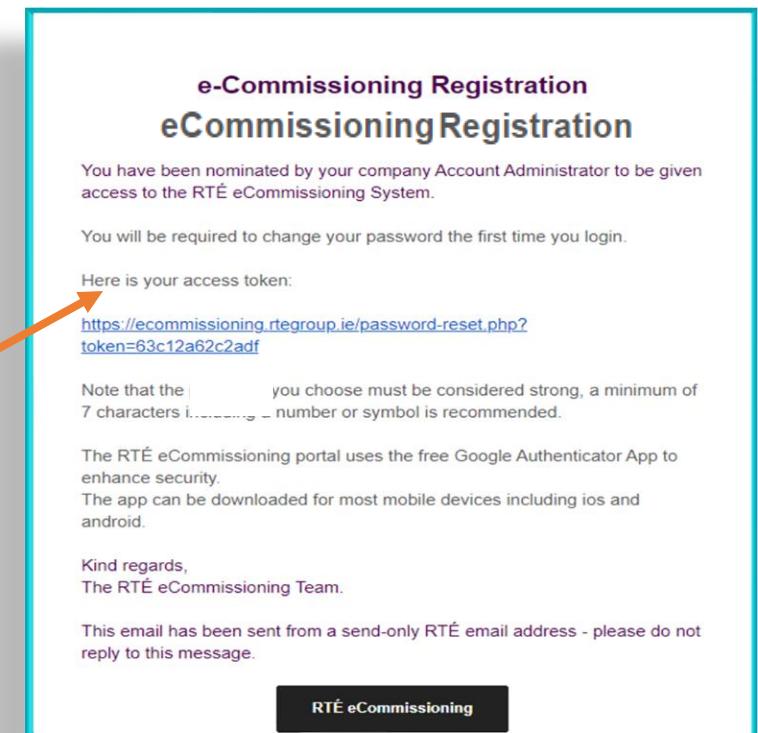
Welcome!

When your company administrator creates an account for you in RTÉ's eCommissioning system you will, for security purposes, receive **two separate emails**.



The first email will confirm your username.

The second email will contain your access token - **click on the link**. You will be required to set your password the first time you login and setup the Google Authenticator App.



System Access - First time logging on to RTÉ eCommissioning

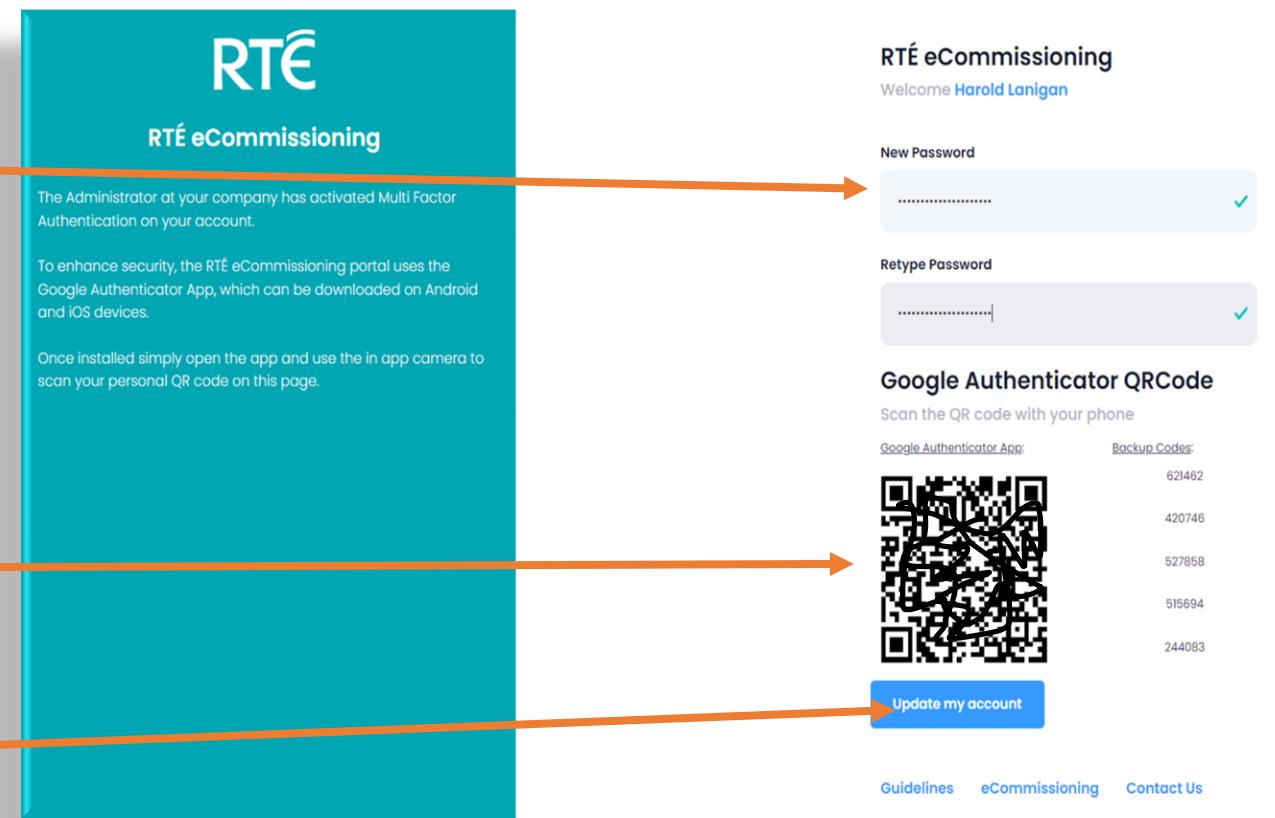
You must set your password. Note that the password you choose must be considered strong, a minimum of 7 characters including a number or symbol is recommended.

The RTÉ eCommissioning portal uses the free **Google Authenticator** App to enhance security.

Head to the App Store on iOS devices or Google Play on Android to get the Google Authenticator App.

Once installed simply open the App and use the in App camera to scan your personal QR code from your browser. (process is explained on next page).

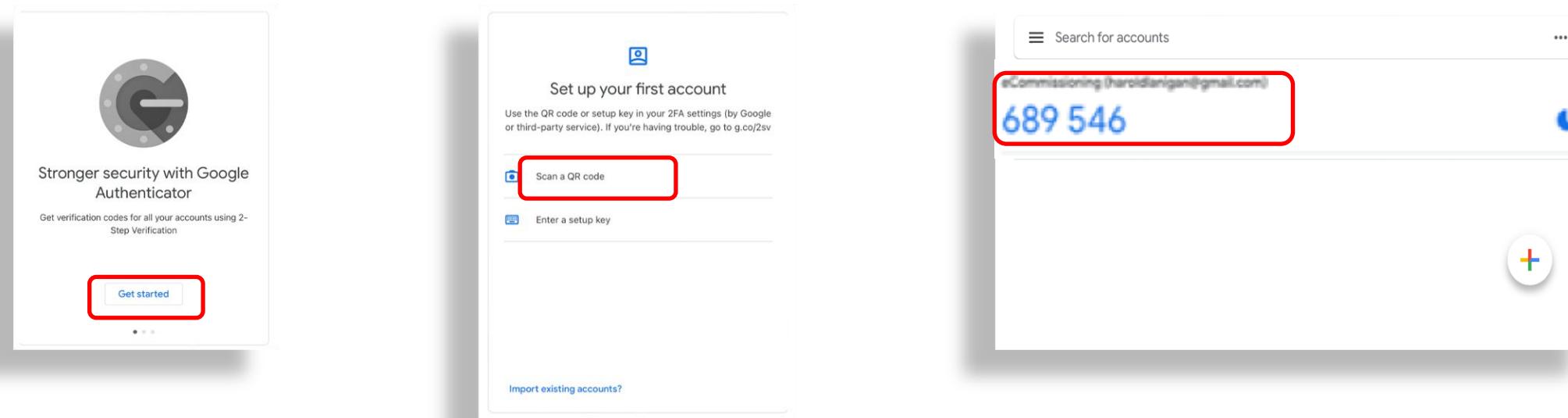
Once the password and Google Authenticator App are setup, select **Update my account**.



System Access - Setting up Google Authenticator

RTÉ have enabled 2-Step Verification, which adds an extra layer of security to your account. This means you sign in with something you know (your password) and something you have (a code sent to your phone). Each user of the system will need to download and set up the Google Authenticator App on their mobile device.

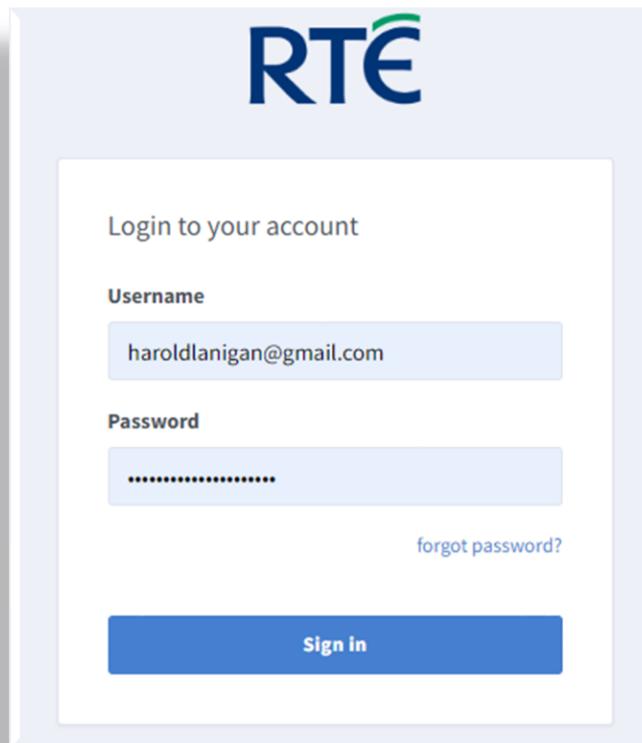
- In the Google Authenticator App select **Scan a QR code** (or click on the  icon) and point your camera at the QR code presented in your browser. A 6 digit code will now be available for your eCommissioning account – this code changes every 30 seconds.
- You will need to enter a new code each time you login to RTÉ's eCommissioning system.



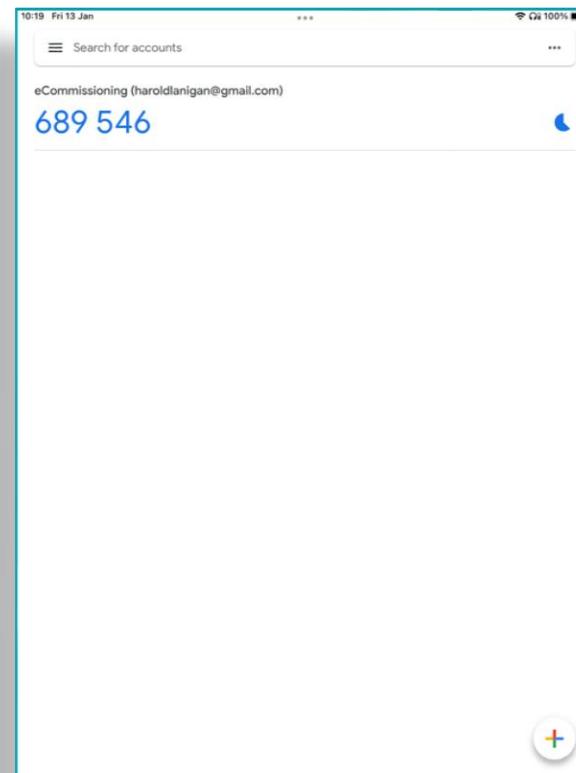
System Access - RTÉ eCommissioning login

<https://ecommissioning.rtegroup.ie/>

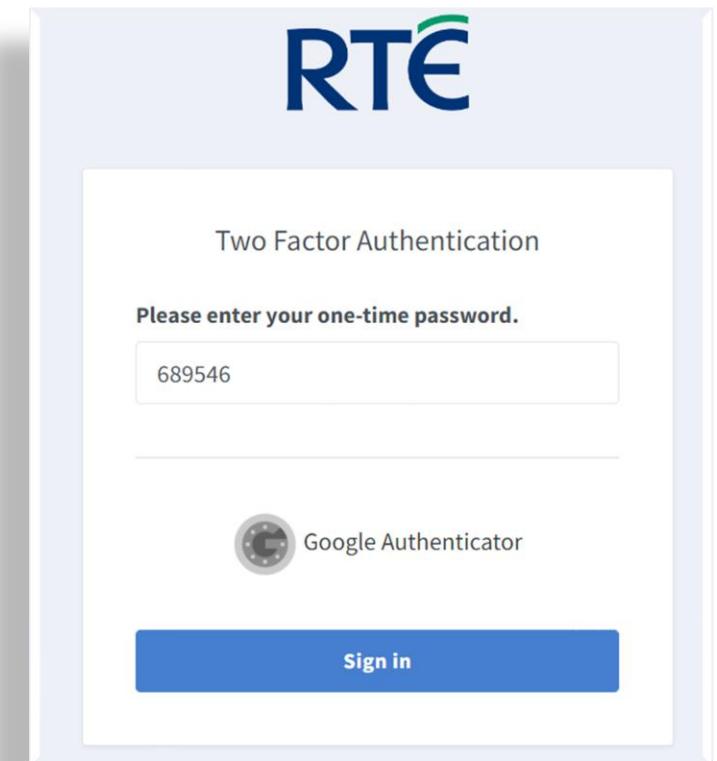
1. Enter your username and password and press **Sign in**.



2. Obtain the 6 digit code from your **Google Authenticator App**.

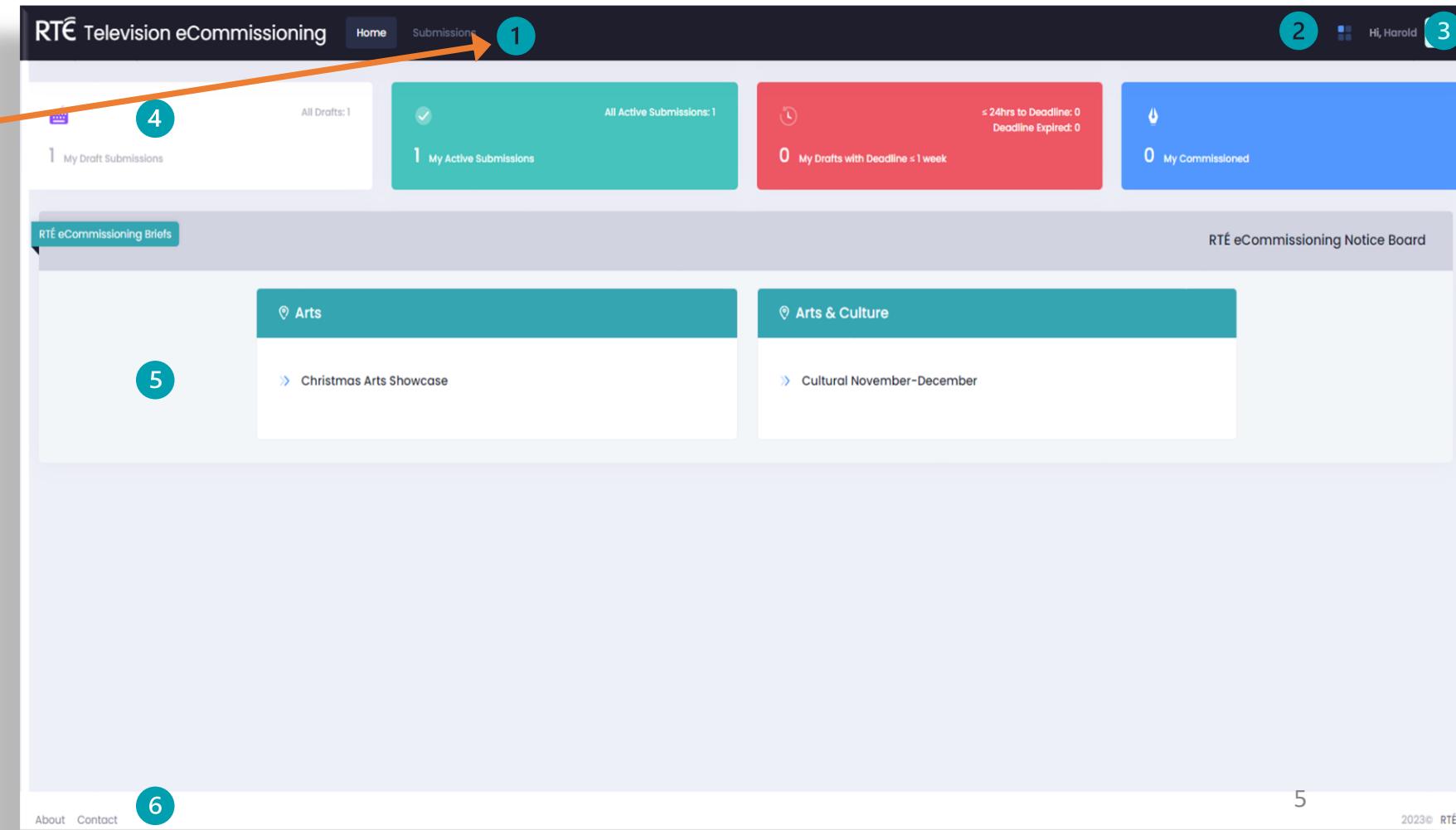


3. Enter the 6 digit code and press **Sign in**.



System Navigation - what you see when you login

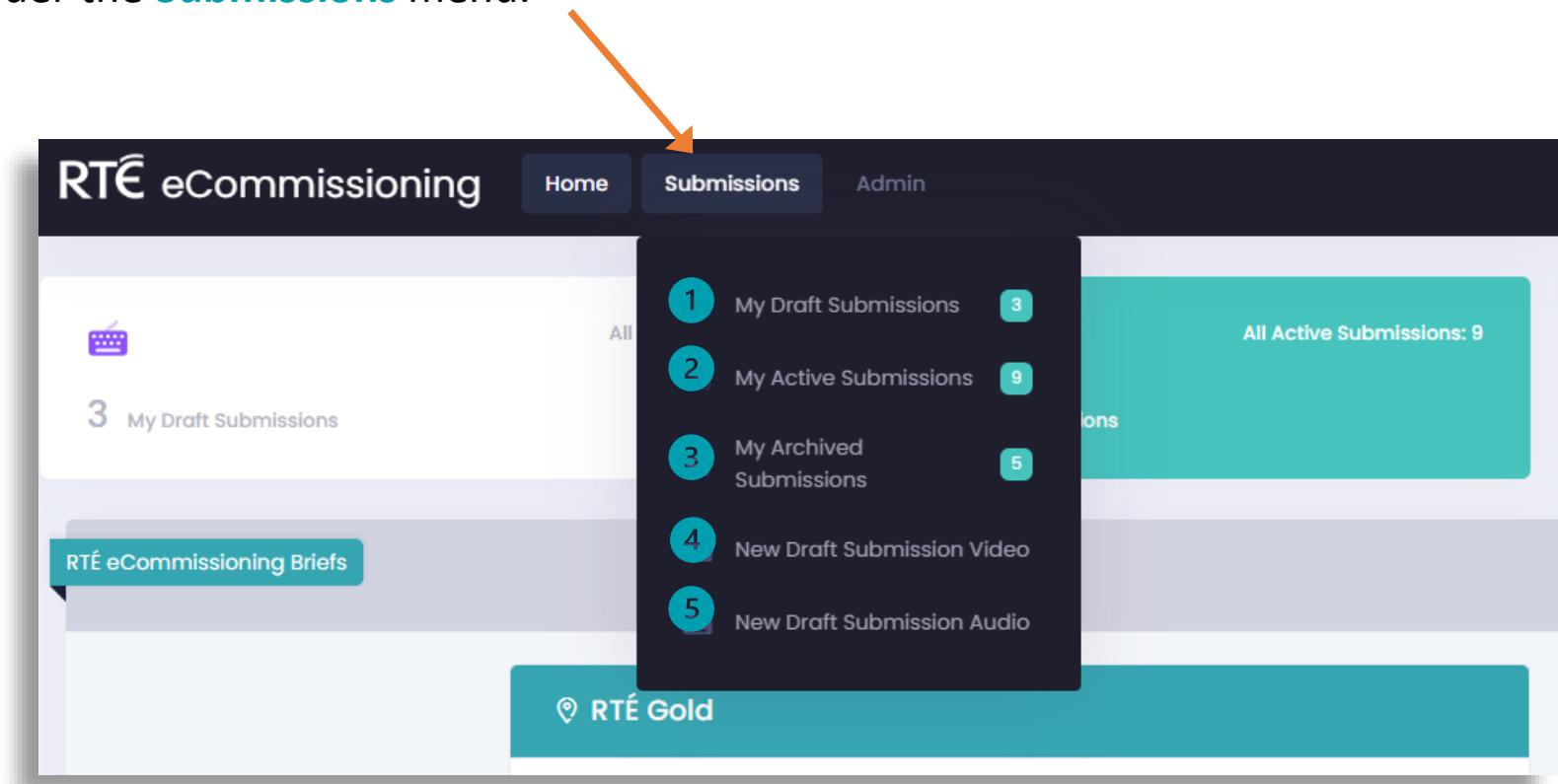
- 1 Menu bar
- 2 Quick menu
- 3 User profile
- 4 Dashboard view
- 5 Notice board
- 6 Contact



System Navigation - Submissions Menu

You will see five functions under the **Submissions** menu.

- 1 My Draft Submissions
- 2 My Active Submissions
- 3 My Archived Submissions.
- 4 New Draft Submission **Video**
- 5 New Draft Submission **Audio**



VIDEO - Creating a Draft Proposal

From the **Submissions** menu

select: **New Draft Submission Video**

- Select **Programme Genre** and **Programme Category** here. The category list will be updated based on the genre you pick.
- Enter the **Programme Title**.
- In **Programme Description** enter a short snappy summary.
- The **Project Outline** is where you explain your full programme proposal (one A4 page max).

Create a Draft Proposal

Programme Genre

Arts

Programme Category

Christmas Arts Showcase

Details Of Your Proposal

Programme Title (maximum 50 characters)

The meaning of Christmas

Programme Description / Logline

Do you really know what is behind the meaning of Christmas?

(e.g. TV Guide Billing)

Project Outline (summary pitch, incl. content and style details plus format, if any)

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

+ Save Draft

Clear Form

VIDEO - Creating a Draft Proposal

- Specific **timing** or events e.g. Christmas, Anniversary, Event.
- Include details of **proposed talent** and **production staff** where known.
- If a series has previously been commissioned please indicate the series number of this proposal.
- Include details of **number of episodes** and **duration**.
- Enter **total budget**, **proposed RTÉ funding** and **other sources of funding**, if applicable.
- Where the proposal exceeds the advertised amount explain here.
- Please tick if suitable for CnM funding
- Please tick if idea has been previously submitted in its current or similar form to RTÉ.

Create a Draft Proposal

Project Outline (summary pitch, incl. content and style details plus format, if any) ✓

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Time Sensitive / Themed or Related Event ✓

Christmas time

On-screen Talent Proposed or Confirmed ✓ Key Production Personnel

Fr. D. McGuire - proposed ✓ Exec Producer: Jane Dempsey
Director: Harold Lanigan

Number of Episodes ✓ Episode Duration ✓ Series Number

3 26 1

Total Estimated Budget ✓ Proposed RTÉ funding

€ 110000 € 100000

Other Sources of Funding ✓

None

N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.

Additional funding is required in order to pay for hire of venue's. Additional costs required 10k for the series.

Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#).

Tick if this idea has been previously submitted in its current or similar form to RTÉ

+ Save Draft Clear Form

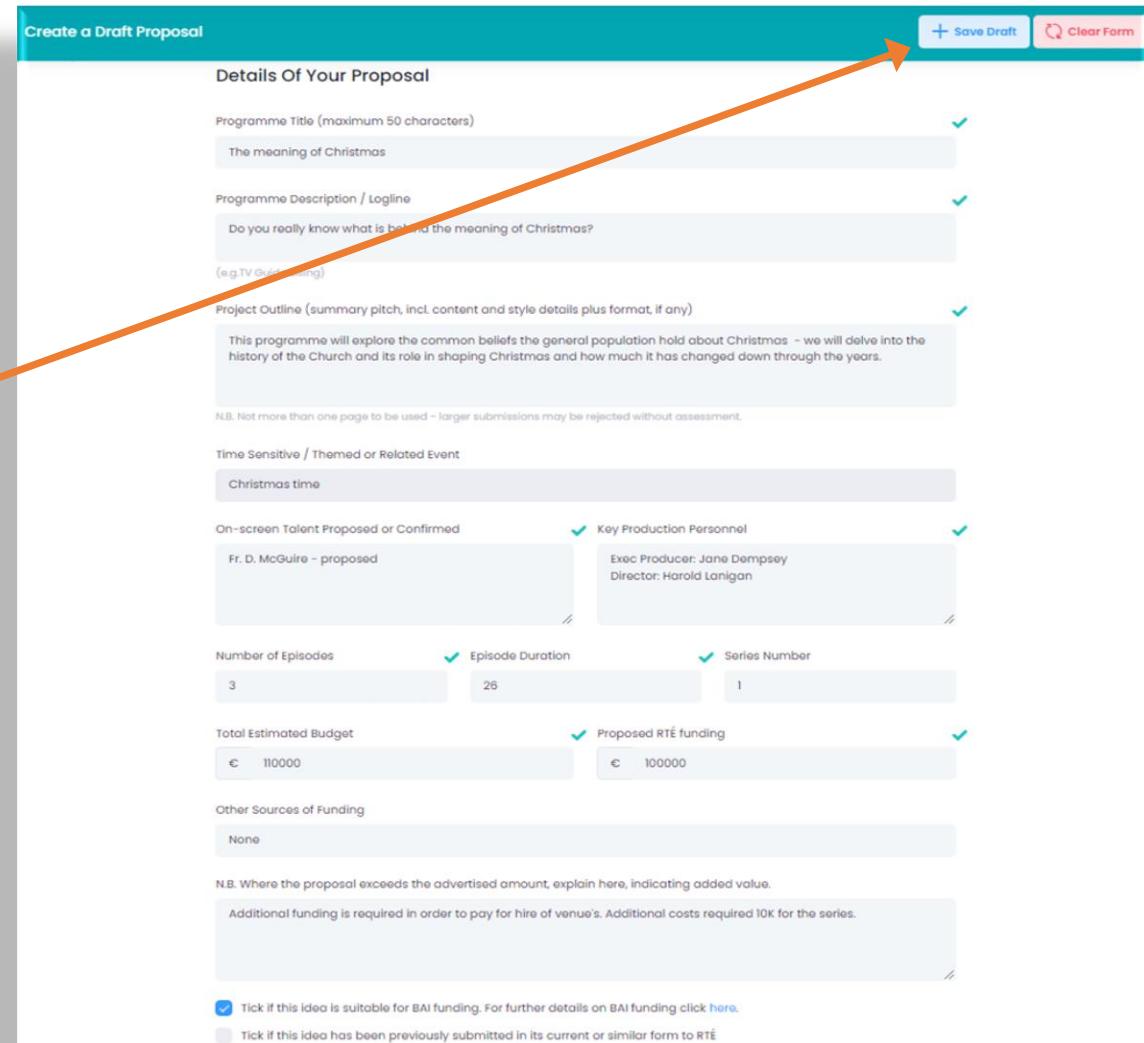
VIDEO - Save your Draft Proposal

Important!

Remember, it is important that you save your work before moving away from this page, otherwise the data you entered will not be saved.

You can save your draft proposal at any time by selecting **+ SAVE DRAFT**.

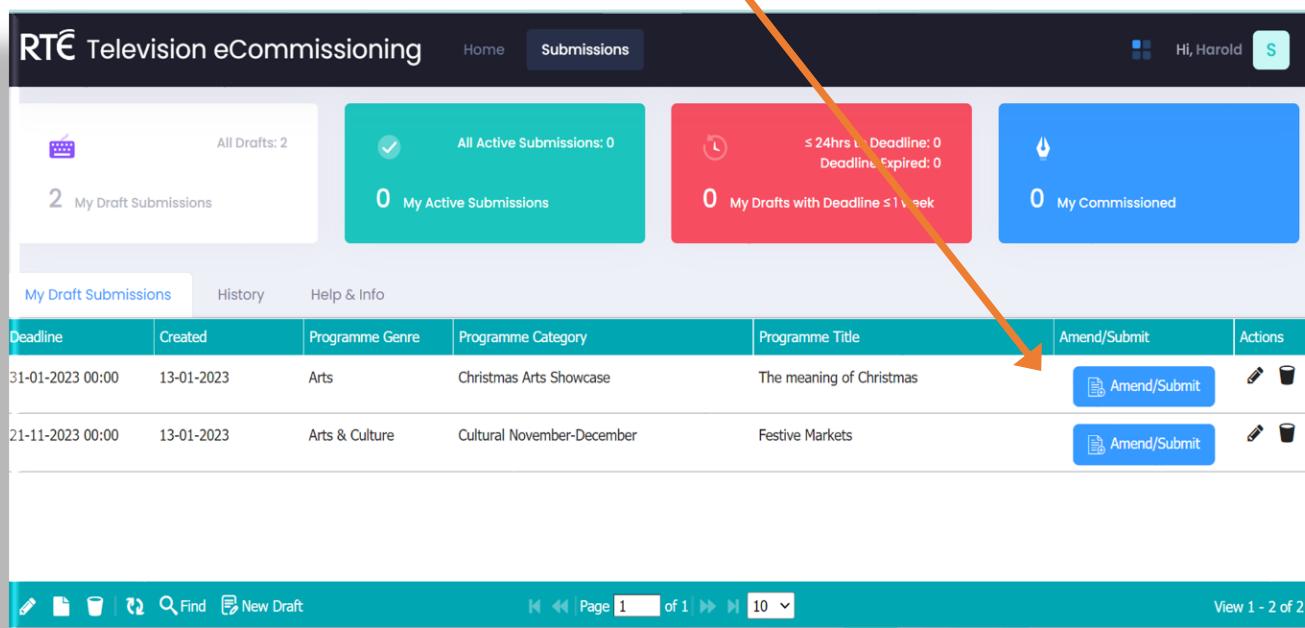
You can revisit the draft at a later stage and continue to update the proposal before submitting it to RTÉ for consideration.



The screenshot shows the 'Create a Draft Proposal' form. The 'Details Of Your Proposal' section contains fields for Programme Title (The meaning of Christmas), Programme Description / Logline (Do you really know what is behind the meaning of Christmas?), and Project Outline (summary pitch, incl. content and style details plus format, if any). The outline states: 'This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its role in shaping Christmas and how much it has changed down through the years.' A note at the bottom of this section says: 'N.B. Not more than one page to be used - larger submissions may be rejected without assessment.' The 'Time Sensitive / Themed or Related Event' section is labeled 'Christmas time'. The 'On-screen Talent Proposed or Confirmed' section lists 'Fr. D. McGuire - proposed'. The 'Key Production Personnel' section lists 'Exec Producer: Jane Dempsey' and 'Director: Harold Lanigan'. Below these are fields for 'Number of Episodes' (3), 'Episode Duration' (26), and 'Series Number' (1). The 'Total Estimated Budget' is € 110000 and the 'Proposed RTÉ funding' is € 100000. The 'Other Sources of Funding' section is labeled 'None'. A note at the bottom of this section says: 'N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value. Additional funding is required in order to pay for hire of venue's. Additional costs required 10K for the series.' At the bottom of the form are two checkboxes: 'Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#)' and 'Tick if this idea has been previously submitted in its current or similar form to RTÉ'.

VIDEO - Amend / Submit your draft proposal to RTÉ

From the [My Draft Submissions Video](#) form, select the draft proposal you would like to amend/submit and press the  button to open the draft.



RTÉ Television eCommissioning

Home Submissions

Hi, Harold S

All Drafts: 2

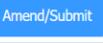
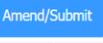
All Active Submissions: 0

My Draft Submissions: 0

My Drafts with Deadline ≤ 1 week: 0

My Commissioned: 0

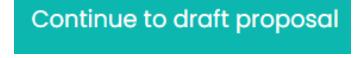
My Draft Submissions History Help & Info

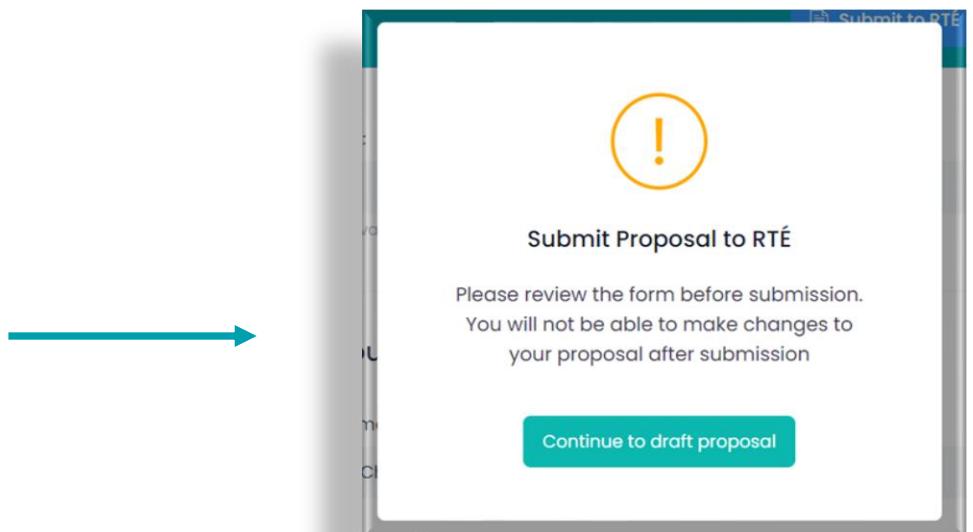
Deadline	Created	Programme Genre	Programme Category	Programme Title	Amend/Submit	Actions
31-01-2023 00:00	13-01-2023	Arts	Christmas Arts Showcase	The meaning of Christmas		 
21-11-2023 00:00	13-01-2023	Arts & Culture	Cultural November-December	Festive Markets		 

Find New Draft

Page 1 of 1 10

View 1 - 2 of 2

Please take note of the message presented and press 



VIDEO - Amend / Submit your draft proposal to RTÉ

To amend your draft, simply update the relevant details and press **Save Changes** button. Your draft proposal will remain in the [My Draft Submissions](#) section - it has not been sent to RTÉ.

IMPORTANT – YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO YOUR PROPOSAL AFTER IT IS SENT TO RTÉ.

To submit your proposal to RTÉ press the **Submit to RTÉ** button.

Submit Proposal to RTÉ

Programme Genre: Arts

Programme Category: Christmas Arts Showcase

Details Of Your Proposal:

Programme Title (maximum 50 characters): The meaning of Christmas

Programme Description / Logline: Do you really know what is behind the meaning of Christmas?

Submit to RTE Save Changes Other Options

The meaning of Christmas Ref:10000362

Thank you for sending the above submission to RTÉ Independent Productions for consideration.

Please note the above reference number which must be clearly quoted in any / all further correspondence regarding this submission.

We will be in touch with you in due course.

Kind regards,

The RTÉ eCommissioning Team

RTÉ eCommissioning

AUDIO - Creating a Draft Proposal

From the **Submissions** menu

select: **New Draft Submission Audio**

- Select **Station** and **Station Category** here. The category list will be updated based on the station you pick.
- Enter the **Programme Title**.
- In **Programme Description** enter a short summary.
- The **Project Outline** is where you explain your full programme proposal (one A4 page max).

Draft Audio Proposal

Station: RTÉ Radio 1

Station Category: RTÉ Radio 1

Details Of Your Proposal

Programme Title (maximum 50 characters): Ireland's Best Radio Moments

Programme Description / Logline: Favourite radio moments from 100 years of Irish radio

Project Outline (pitch, format, content of programme, cross platform potential, social media strategy, how programme appeals to stations target audience):

Outline what this radio programme will be - include sufficient information to make it clear to the assessors what this programme will be and include summary information of any supplementary content that will be generated

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Save Draft

AUDIO - Creating a Draft Proposal

Include outline details of the **Audio Approach** to be taken in the proposed programme (max of 1,000 characters)

- 1. Overall Sound Design** *Tone and mood, Pacing, Atmosphere*
- 2. Voice and Talent** *Narration style, On-air talent, Dialogue balance*
- 3. Music and Effects** *Theme music, Background scoring, Sound effects*
- 4. Structure and Transitions** *Segment flow, Audio cues, Consistency*
- 5. Technical Quality** *Recording standards, Mixing and mastering, Broadcast readiness*
- 6. Audience Experience** *Engagement, Accessibility, Distinctiveness*

→

Draft Audio Proposal

N.B. Not more than one page to be used – larger submissions may be rejected without assessment.

Audio Approach

How the programme sounds

Include detail here that will clearly explain how the programme proposal will sound

Is it live or pre-recorded or does it have elements of both?

Provide details of where the radio programme will be broadcast or recorded from

Will it have insert/tape elements, archive, clips and use of music?

Provide details of source, ownership, duration and exploitation terms where known

Is the show coming from a studio? Where is it based? Yes/No - provide details Provide location names

Who is recording and editing? Is there any post production? Provide names of programme production resources Provide details and duration of required post production

On-air Talent Proposed or Confirmed Key Production Personnel List the names and roles of the on-air talent, indicating whether each is confirmed or proposed List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes 2 Episode Duration 55 minutes Series Number 1

Save Draft

AUDIO - Creating a Draft Proposal

- Include details of whether the programme is **Live** and/or **pre-recorded**.
- Provide details of any inserts, use of archive or recorded music to be used in the programme.
- Include details of **where the show is coming from** and **where programme will be based**.
- Include details of **who is recording/editing** and **what post-production is required**.
- Include details of **on-air talent/key contributions** and **Key Production Personnel**.
- Provide proposed number of episodes, duration and what the series number of this proposed programme is.

Draft Audio Proposal

N.B. Not more than one page to be used – larger submissions may be rejected without assessment.

Audio Approach

How the programme sounds

Include detail here that will clearly explain how the programme proposal will sound

Is it live or pre-recorded or does it have elements of both?

Provide details of where the radio programme will be broadcast or recorded from

Will it have insert/tape elements, archive, clips and use of music?

Provide details of source, ownership, duration and exploitation terms where known

Is the show coming from a studio? Where is it based?

Yes/No - provide details Provide location names

Who is recording and editing? Is there any post production?

Provide names of programme production resources Provide details and duration of required post production

On-air Talent Proposed or Confirmed Key Production Personnel

List the names and roles of the on-air talent, indicating whether each is confirmed or proposed

List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes	Episode Duration	Series Number
2	55 minutes	1

Save Draft

AUDIO - Creating a Draft Proposal

- Provide the overall **total estimated budget** of the programme along with the level of **proposed RTÉ funding**.
- If **other sources of funding** are secured, list the contributing bodies and the amounts provided.
- Supply a detailed breakdown of any exceptional budgetary items where the overall budget exceeds the advertised parameters, including clear justifications.

Draft Audio Proposal

On-air Talent Proposed or Confirmed
List the names and roles of the on-air talent, indicating whether each is confirmed or proposed

Key Production Personnel
List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes 2 **Episode Duration** 55 minutes **Series Number** 1

Funding

Total Estimated Budget € 6500 **Proposed RTÉ funding** € 6500

Other Sources of Funding
Not applicable

N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.

Provide details of any exceptional budgetary items where costs exceed the advertised parameters, with clear justification. Examples may include engagement of high-profile international artists, overseas travel, programme archive clearance, or specialist production resources.

Tick if this idea is suitable for Coimisiún na Meán funding. For further details on funding click [here](#).

Tick if this idea has been previously submitted in its current or similar form to RTÉ

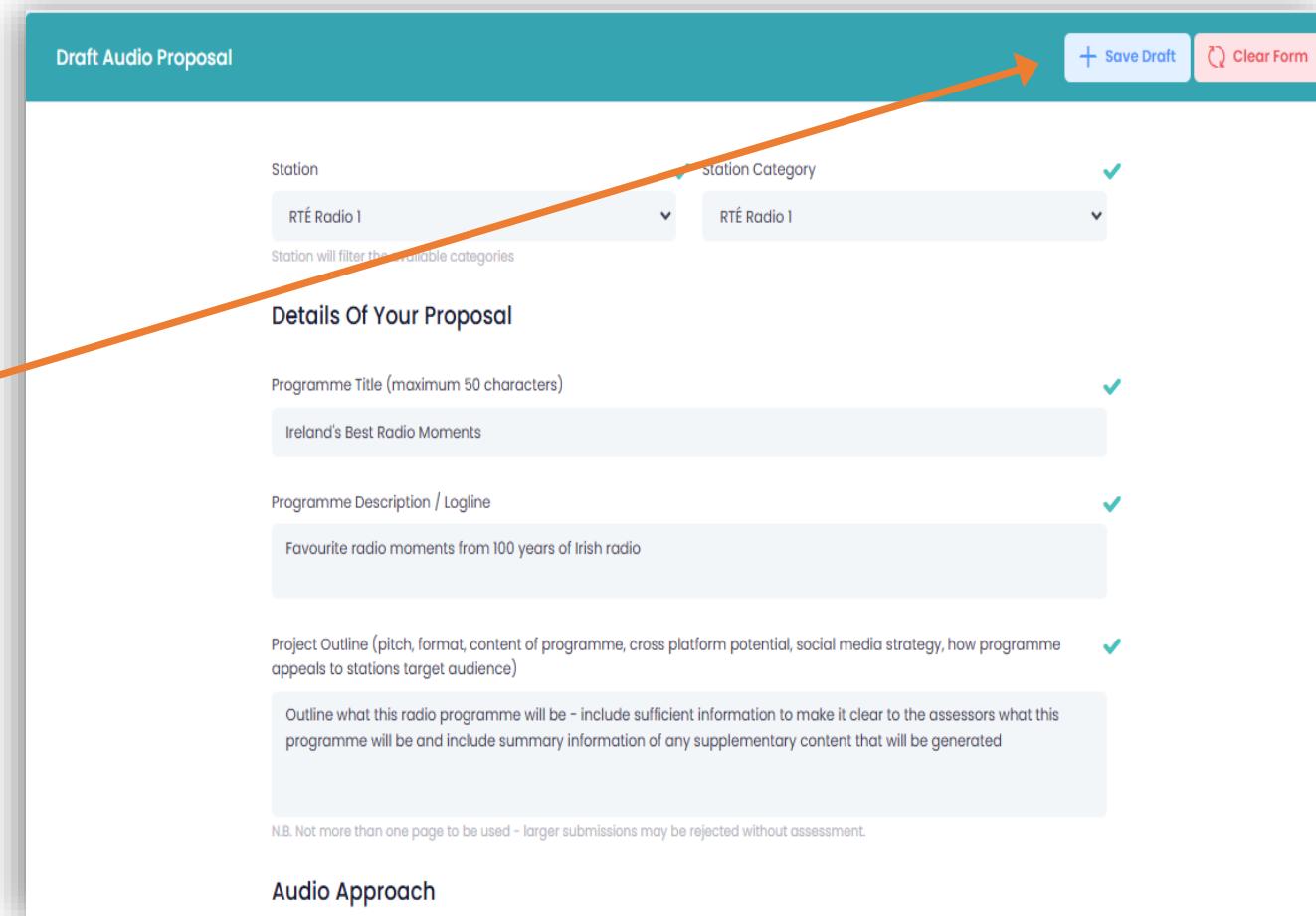
AUDIO - Save your Draft Proposal

Important!

Remember, it is important that you save your work before moving away from this page, otherwise the data you entered will not be saved.

You can save your draft proposal at any time by selecting **+ SAVE DRAFT**.

You can revisit the draft at a later stage **My Draft Submissions Audio** and continue to update the proposal to amend or submit to RTÉ for consideration.

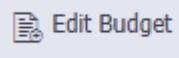


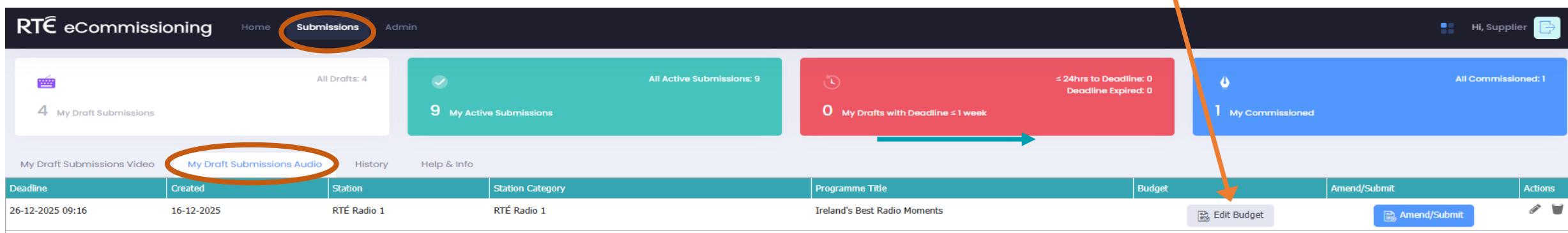
The screenshot shows the 'Draft Audio Proposal' interface. At the top, there are dropdown menus for 'Station' (set to 'RTÉ Radio 1') and 'Station Category' (also set to 'RTÉ Radio 1'). Below these are sections for 'Details Of Your Proposal' and 'Audio Approach'. The 'Details Of Your Proposal' section contains fields for 'Programme Title (maximum 50 characters)' (set to 'Ireland's Best Radio Moments') and 'Programme Description / Logline' (set to 'Favourite radio moments from 100 years of Irish radio'). The 'Audio Approach' section contains a large text area for 'Project Outline' with the following instructions: 'Outline what this radio programme will be - include sufficient information to make it clear to the assessors what this programme will be and include summary information of any supplementary content that will be generated'. At the bottom of the form, a note states: 'N.B. Not more than one page to be used - larger submissions may be rejected without assessment.' In the top right corner, there are two buttons: a blue 'Save Draft' button with a plus sign and a red 'Clear Form' button with a circular arrow.

AUDIO – Create / Amend a Draft Proposal Programme Budget

All **Audio** programme proposals **MUST** include the submission of a production budget.

To access select **Submissions** on top menu bar, and then **My Draft Submissions** from drop down menu.

From the **My Draft Submissions Audio**, select the draft proposal you would like to prepare a budget for and press the  button to create the draft.

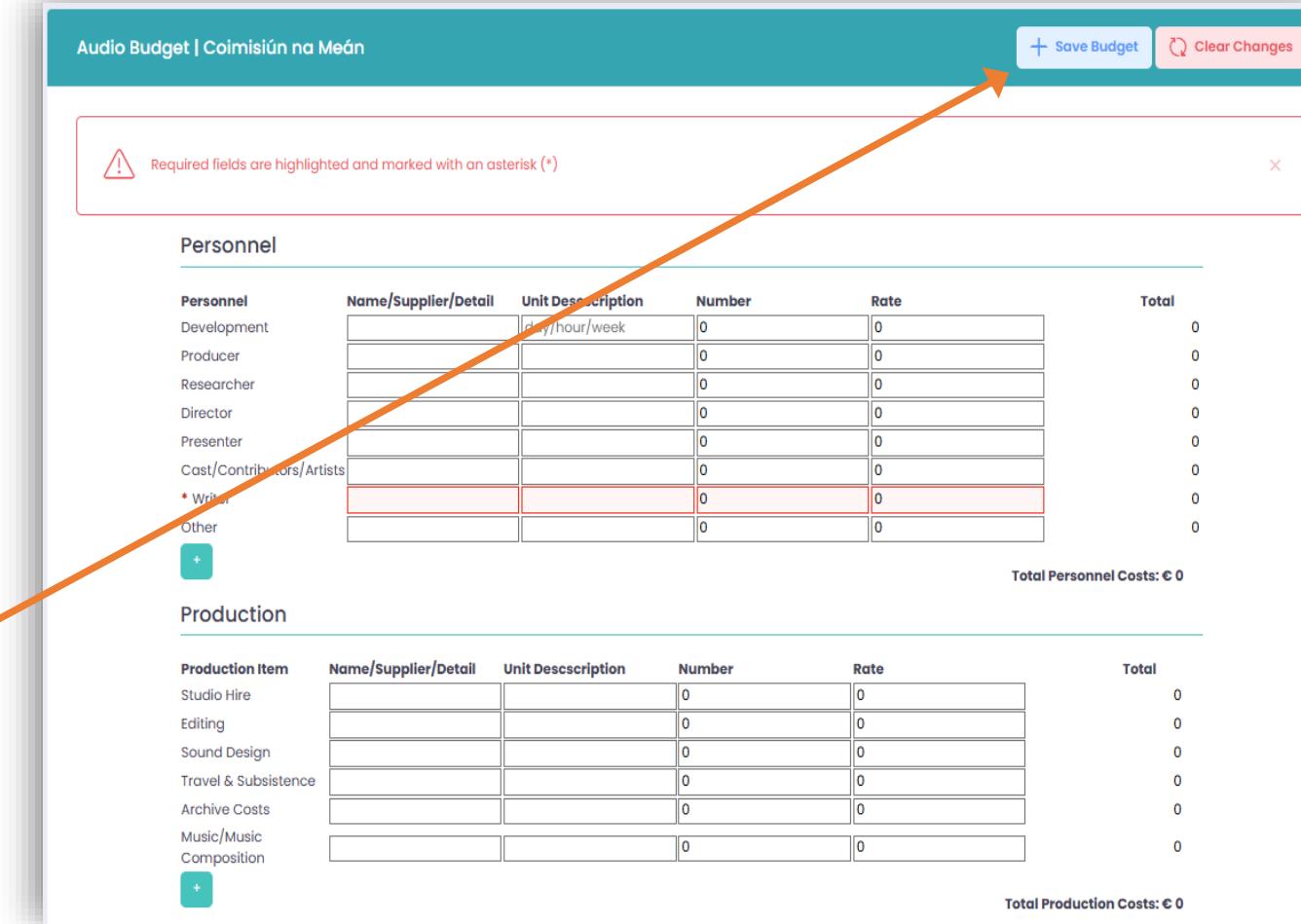


The screenshot shows the RTÉ eCommissioning dashboard with the 'Submissions' menu item circled in orange. Below it, the 'My Draft Submissions' link is also circled in orange. A blue arrow points from the 'My Draft Submissions Audio' link to the 'Edit Budget' button in the table row for the draft proposal 'Ireland's Best Radio Moments'. Another orange arrow points from the 'Edit Budget' button in the table row to the 'Edit Budget' button in the 'My Draft Submissions' section.

Deadline	Created	Station	Station Category	Programme Title	Budget	Amend/Submit	Actions
26-12-2025 09:16	16-12-2025	RTÉ Radio 1	RTÉ Radio 1	Ireland's Best Radio Moments			

AUDIO – Create Amend a Budget

- Complete budget fields as required.
- Ensure accuracy by including detail of names, units, quantities and rates.
- Automatic calculations are included for budget lines and sections to auto-sum.
- Required fields are highlighted and marked with an asterisk (*).
- Extra fields can be inserted under each section using the  button.
- Production fee and production overhead % rates can be selected to calculate fees.
- You can save draft budget at any time by selecting **+ SAVE BUDGET**.
- Drafts can be accessed later under **My Draft Submissions Audio** and updated before final submission to RTÉ for consideration.



Audio Budget | Coimisiún na Meán

Required fields are highlighted and marked with an asterisk (*)

Personnel

Personnel	Name/Supplier/Detail	Unit Description	Number	Rate	Total
Development		day/hour/week	0	0	0
Producer			0	0	0
Researcher			0	0	0
Director			0	0	0
Presenter			0	0	0
Cast/Contributors/Artists			0	0	0
* Writer			0	0	0
Other			0	0	0

Total Personnel Costs: € 0

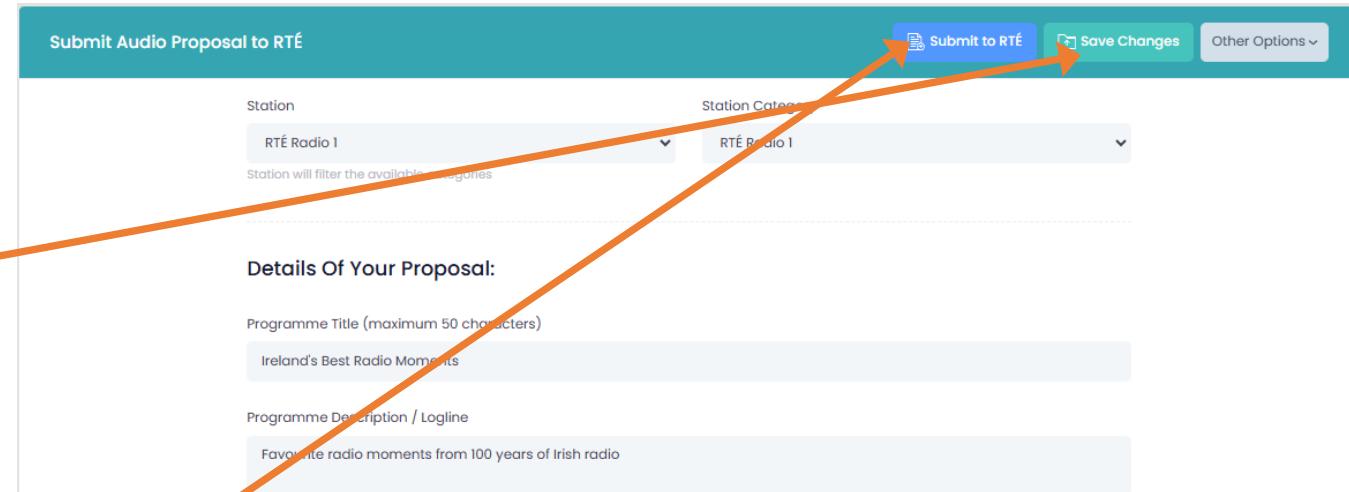
Production

Production Item	Name/Supplier/Detail	Unit Description	Number	Rate	Total
Studio Hire			0	0	0
Editing			0	0	0
Sound Design			0	0	0
Travel & Subsistence			0	0	0
Archive Costs			0	0	0
Music/Music Composition			0	0	0

Total Production Costs: € 0

AUDIO - Amend / Submit your draft proposal to RTÉ

To amend your draft, simply update the relevant details and press  button. Your draft proposal will remain in the **My Draft Submissions** **Audio** section until it is submitted to RTÉ.



Submit Audio Proposal to RTÉ

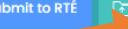
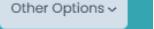
Station: RTÉ Radio 1
Station will filter the available categories

Station Category: RTÉ Radio 1

Details Of Your Proposal:

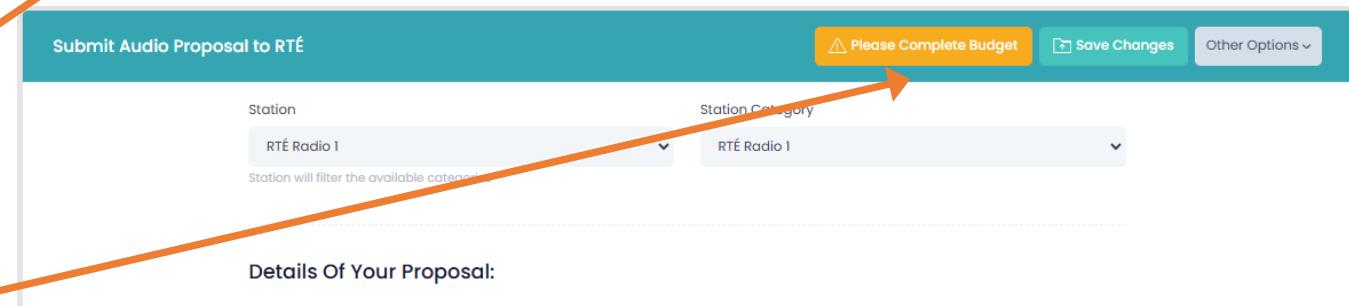
Programme Title (maximum 50 characters): Ireland's Best Radio Moments

Programme Description / Logline: Favorite radio moments from 100 years of Irish radio

IMPORTANT – Once submitted, no further changes can be made to your programme proposal or production budget.

To submit your proposal to RTÉ press the blue submit to RTÉ button 



Submit Audio Proposal to RTÉ

Station: RTÉ Radio 1
Station will filter the available categories

Station Category: RTÉ Radio 1

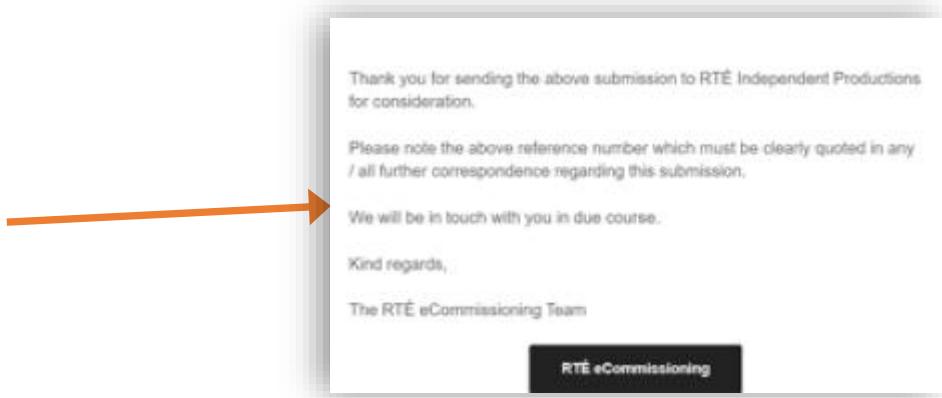
  

Details Of Your Proposal:

IMPORTANT – You will not be able to submit your programme proposal unless the budget has been fully completed. See Previous slides on how to create / amend your budget

AUDIO - Submit your draft proposal to RTÉ

After submitting your programme proposal and production budget to RTÉ for consideration, you will receive a confirmation email with your unique programme reference number.



System Navigation - My Active Programme Submissions

IMPORTANT – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.

You can view the status of all your active proposals under the [My Active Submissions Video](#) or [My Active Submissions Audio](#) tabs.

You can access your active submissions by selecting [My Active Submissions](#) under [Submissions](#) on the **menu bar** or by clicking on the number on the [My Active Submissions](#) on the **dashboard**.

You can view your active submission and/or the production budget (Audio only) by clicking on the relevant blue button

The screenshot shows the RTÉ eCommissioning dashboard. At the top, there are four main status boxes: 'My Draft Submissions' (3), 'My Active Submissions' (10, highlighted with an orange circle), 'My Drafts with Deadline ≤ 1 week' (0), and 'My Commissioned' (1). Below these are two blue buttons: 'View Budget' and 'Under Consideration'. The main content area has tabs for 'My Active Submissions Video' and 'My Active Submissions Audio' (both highlighted with orange circles). A search bar and filter options are present. The bottom of the screen shows the date and time (26-12-2025 09:16), the radio station (RTÉ Radio 1), and a status message (Ireland's Best Radio Moments). The 'Under Consideration' button on the dashboard is also highlighted with an orange arrow pointing to the button on the right.

System Navigation - My Archive Programme Submissions

IMPORTANT – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.

You can view the status of all your active proposals under the [My Archive Submissions Video](#) or [My Archive Submissions Audio](#) menu.

You can access your archived submissions by selecting [My Archive Submissions](#) under [Submissions](#) on the menu bar.

You can view your archived submissions and/or the production budget (Audio only) by clicking on the relevant blue button

The screenshot shows the RTÉ eCommissioning dashboard with the 'Submissions' menu item highlighted. The dashboard features several cards:

- My Draft Submissions:** 3 items, All Drafts: 3.
- My Active Submissions:** 10 items, All Active Submissions: 10.
- My Drafts with Deadline ≤ 1 week:** 0 items, 24hrs to Deadline: 0, Deadline Expired: 0.
- My Commissioned:** 1 item, All Commissioned: 1.

Below the cards, there are two blue buttons:

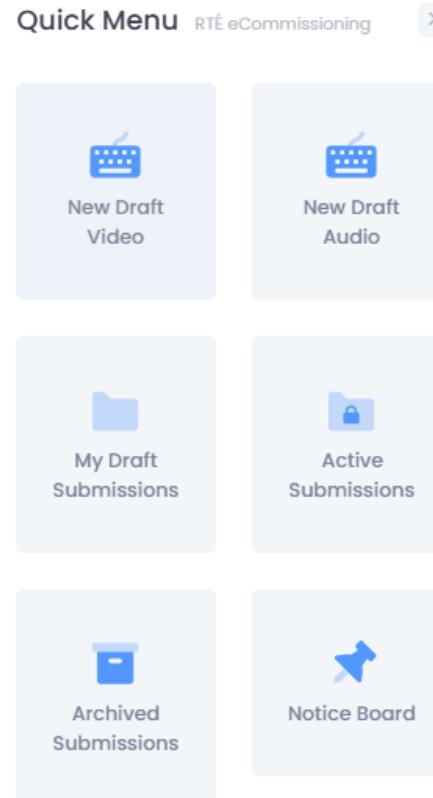
- View Budget** (next to the 'My Active Submissions' card)
- Under Consideration** (next to the 'My Commissioned' card)

At the bottom of the dashboard, there are search and filter fields for Deadline, Created, Programme Genre, Programme Category, Programme Title, Budget, and Status. The 'My Active Submissions Video' and 'My Active Submissions Audio' buttons are also visible at the bottom.

System Navigation - Quick Menu

A **Quick Menu** is available by pressing on the  icon, located in the top right hand corner of the screen.

This menu allows you convenient and quick access to the main functions of RTÉ's eCommissioning system.



System Navigation - Dashboard

The dashboard provides a quick overview of your proposals. Clicking on the number will bring you to that section of the system.



The screenshot shows the RTE eCommissioning dashboard with the following information:

- My Draft Submissions:** 3
- All Drafts:** 3
- Active Submissions:** 10
- All Active Submissions:** 10
- My Drafts with Deadline ≤ 1 week:** 0
- ≤ 24hrs to Deadline:** 0
- Deadline Expired:** 0
- My Commissioned:** 1
- All Commissioned:** 1

Below the dashboard, there is a search bar and filter options for Deadline, Created, Programme Genre, Programme Category, Programme Title, Budget, and Status.

System Navigation - About & Contact

For your convenience you will find the **About** and **Contact** information links located in the bottom left hand corner of the system. Clicking on these links will present the relevant information.

