

Pursuant to Article 18, paragraph 1, indent 8, Article 20, paragraph 1, indent 11 and Article 62, paragraph 6 of the Law on Audio and Audiovisual Media Services ("Official Gazette", No. 184/13, 13/14, 44/14, 101/14 and 132/14), and Article 15, paragraph 1, indent 7 of the Rules of Procedure of the Agency for Audio and Audiovisual Media Services No.01-4351/1 dated 29 August 2014, in accordance with the Statement of the Agency's Council No.02-5747/2 dated 21 November 2014, the Council of the Agency for Audio and Audiovisual Media Services, at its 19th session, held on 21 November 2014, adopted a:

RULEBOOK

ON THE MINIMUM TECHNICAL, SPATIAL, FINANCIAL AND STAFFING REQUIREMENTS ON ACQUIRING A LICENSE FOR PERFORMING RADIO AND TELEVISION BROADCASTING

I. GENERAL PROVISIONS

Article 1

This Rulebook shall prescribe the minimum technical, spatial, staffing and financial requirements, that broadcasters should comply with, so as to be able to broadcast programme at the local, regional and state level.

This Rulebook does not apply to broadcasters, in terms of the provisions for mandatory possession of a studio or additional premises, in cases when the programme service only contains shows that are completely prepared or have been prepared elsewhere (specialised music, film or sports programme, teleshopping programme and so on.).

This Rulebook, in terms of the basic spatial requirements and parameters, does not apply to cases where the transmission or recording, takes place outside the studio area (stadium, cultural or sporting event, open space, a public meeting, etc.).

II. GENERAL CONDITIONS FOR ALL BROADCASTERS (RADIO AND TELEVISION STATIONS)

Article 2

In order to perform radio or television broadcasting in the area for which it received the license for radio and television broadcasting by the Agency for Audio and Audiovisual Media Services for a certain level of viewership/listenership, that is (state, regional or local level), the broadcaster should have equipment and technical means to provide quality production and broadcasting of its programme.

The equipment should be functional, maintained and serviced, whereof the broadcaster shall be responsible.

In case of frequent interruptions or greater technical problem affecting the quality of the produced programme, the broadcaster should inform the Agency for Audio and Audiovisual Media Services.

In order to broadcast their programme, the broadcasters can use radio frequencies, capacity of digital terrestrial multiplex, satellite or capacity of public electronic communications network operator, that does not use a limited resource.

Each broadcaster, must have acquired protective earthing for the premises from which it creates, i.e., initially broadcasts its programme and where control and recording of the output signal (studio and director) is performed.

Each broadcaster in its facility should have an uninterruptible power supply, that will provide energy independence for operation of the basic functions of the broadcaster, i.e. smooth broadcasting of the programme. Depending on the level of viewership/listenership, (state, regional or local level), broadcasters should meet the following criteria in terms of continuous power supply:

- for regional and local level: full energy independence of at least one (1) hour;
- for state level: full energy independence of at least six (6) hours.

III. CONDITIONS FOR RADIO PROGRAMME SERVICES (RADIO)

Basic technical requirements, standards and parameters

Studio

Article 3

Each radio station which plans to produce speech and/or music on its programme service, live or later from its premises, must possess acoustically treated studio space - studio. Common parameters for the studios are, as follows:

- The studio should be acoustically treated and isolated from external noise;
- Time of reverberation T_r :

$$0,25 \text{ s} < T_r < 0,4 \text{ s}$$

where T_r must not deviate more than +0,05 s from the nominal value in the range from 200 HZ to 4.000 Hz, and

- mandatory use of ventilation and air conditioning (central air conditioning/ventilation is recommended).

Article 4

The studio or the space for recording or broadcasting announcements, news, statements, comments, interviews, discussions, debates, meetings, reading texts and similar voice information should meet the following minimum criteria:

- The area of the acoustically treated premises must not be less than 9 m².
- If it was envisaged that there should be more than two persons at the same time in the studio, the area of the room should be increased to a minimum of 2 m² per person.
- The minimum height of the acoustically treated space should be 2.6 m.

Directing room

Article 5

The directing room is a room where by electronic and electroacoustic devices, programme with voice or music content is managed, prepared or produced and objective and subjective control of the sound and the output signal is performed.

Each radio must have a directing room.

The directing room must meet the following minimum criteria:

- The area of the room after the acoustic treatment must be at least 10 m², with a minimum height of the treated area of 2.6 m;
- The shape of the room must be rectangular or trapezoidal. Due to stereophony, there is a need to provide spatial and acoustic symmetry i.e. the symmetry axis and the axis of listening must match;
- The directing premises should be acoustically treated and isolated from external noise.
- Time of reverberation T_r :

$$0,25 \text{ s} < T_r < 0,4 \text{ s}$$

where T_r must not deviate more than +0,05 s of the nominal value in the range from 200 Hz to 4.000 Hz, and

- the use of ventilation and air conditioning in the directing room shall be mandatory.
- If it was envisaged that there should be more than two persons at the same time in the directing room, the area of the room should be increased to 2 m² per person.

Article 6

The directing room may also be used as a studio in cases when the radio programme service includes a vocal segment in their shows.

In this case the technician/presenter, as well as the other persons who should have control of the tone (interlocutors, additional sound expert etc.) of the programme, must use headphones the frequency characteristics of which should be in accordance with Figure 1.

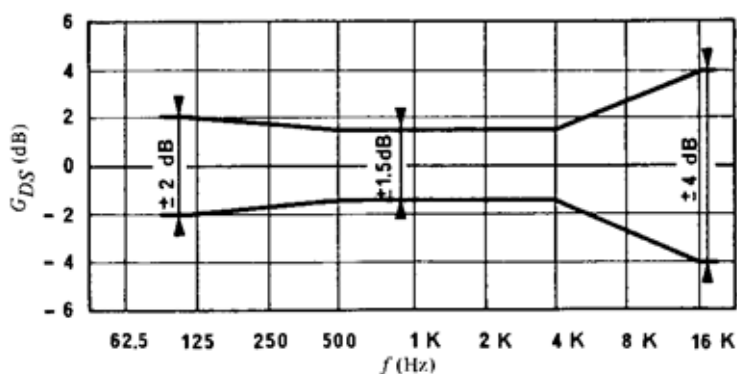


Figure 1 – Allowed tolerances of the amplitude-frequency characteristic of the studio monitoring headphones (in accordance with the ITU Recommendation - ITU-R recommendation BS. 708)

In cases when the directing room is also used as a studio, the following conditions should be fulfilled:

- The area of the room after the acoustic treatment should be at least 15 m², with a minimum height of the processed area of 2.6 m, and
- If it was envisaged that there should be more than two persons at the same time in the studio/directing room, the area of the room should be increased to 2 m² per person.

Additional premises

Article 7

Each radio station which performs an activity at the area for which it acquired a licence, i.e. for a certain level of listenership (state, regional and local level), and which, apart from previously recorded content from another production, plans to produce their own programme produced in live or with a delayed presentation (news, interviews with guests, quizzes, etc.) on their programme service, must mandatorily possess:

- Room for journalists (editors) and other participants in the programme;
- Archives, which serves for archiving of audio content arising from the obligation to keep records for a period of 60 days and can be placed in rooms for other purposes;
- Room to accommodate technical and IT equipment - which will accommodate the active equipment, with proper ventilation and air-conditioning, as well as, devices for uninterruptible power supply, and
- Facility- toilettes.

Signal quality

Article 8

The audio signal must be transmitted at least in stereophonic technique, except when historical materials recorded monophonically are concerned.

Each broadcaster should have a method to regulate the altitude and dynamics of the tone.

STAFFING REQUIREMENTS

Number and structure of employees

Article 9

The number and structure of employees of radio stations at the state level of general format, shall be ten (10) employees, of whom three (3) with university education, employed as journalists.

The number and structure of employees of radio stations at the state level of specialised format, shall be five (5) employees, of whom two (2) with university education, employed as journalists.

The number and structure of employees of radio stations at the regional level, shall be five (5) employees, of whom three (3) with university education, employed as journalists.

The number and structure of employees of radio stations at the local level, shall be three (3) employees, of whom two (2) with university education, employed as journalists.

As employees are considered persons regularly employed with full-time engagement with the broadcaster and persons engaged on the basis of deed contract and/or copyright agreement.

IV. CONDITIONS FOR TELEVISION PROGRAMME SERVICES (TELEVISION STATIONS)

Basic technical and spatial requirements, standards and parameters for the studio segment of the televisions which broadcast programme at the local and regional level

Studio

Article 10

Each television station that plans to show their own programme produced in live or shown later (news, interviews with guests, quizzes, etc.) on their programme service, must possess acoustically treated studio room - a television studio.

Depending on the purpose and the number of people who should be simultaneously present at the television studio, the studio space must meet the following minimum criteria:

- Acoustically treated area of at least 25 m²;
- Height of 2,6 meters;
- Possession of properly performed ventilation and air-conditioning, and
- The level of brightness in the studio should meet the minimum required by the technical features of the cameras used in the appropriate room.

Directing room

Article 11

Directing room is a room at which with the help of electronic, electroacoustic and video devices, programme with audiovisual content is managed, prepared and produced and objective and subjective control of the audio and video output signal is performed, control of the lights in the studio and control of the cameras is performed.

The area of directing room should be 12 m².

Each television station must have a directing room.

Mounting room

Article 12

The mounting room is a room where mounting of shows that should be prepared for broadcast is performed and can be part of another room (for example, directing room or editors' room), where finalisation of the shows from a programming and technical aspect is performed.

Additional premises

Article 13

The room for archiving is a room that the television must provide for archiving of recorded audiovisual materials. The room for archiving may be separate or be part of another room.

The editors' room is a separate working room for journalists.

The room for accommodation of technical and IT equipment is a room which accommodates the active equipment, with proper ventilation and air-conditioning, as well as devices for uninterruptable power supply. This room may be part of another room,

Make up room with wardrobe section is a room where programme participants can prepare before their appearance and

Facility – toilettes.

Basic technical and spatial requirements, standards and parameters for the studio segment of the televisions which broadcast programme at the state level

Studio

Article 14

Each television station that plans to show their own programme produced in live or shown later (news, interviews with guests, quizzes, etc.) on their programme service, must possess acoustically treated studio room - a television studio.

Depending on the purpose and the number of people who should be simultaneously present at the television studio, the studio space must meet the following minimum criteria and have:

- Acoustically treated area of 25 m²;
- The height should be 2,6 metres, and
- Properly performed ventilation and air-conditioning.

Required reverberation time in the studio

Article 15

The required time for reverberation in a television studio depends on the volume of the room. In the range of 200 Hz to 4.000 Hz it is determined in accordance with the following formula:

$$T_r = 0,25 (V/V_0)^{1/3} \text{ sec};$$

Whereby:

T_r - is the required reverberation time expressed in seconds; V is the volume of the room in cubic meters (m³) and V_0 is the reference volume, that is 100 m³.
The permissible deviation from the required reverberation time, calculated according to the above formula, in the range from 200 Hz to 4.000 Hz, is +0.05 sec.

Level of lighting in the studio

Article 16

The level of lighting in the studio should meet the minimum required under the technical features of the cameras used in the respective room.

Using of a so-called cold light to illuminate the studios is recommended.

Directing room

Article 17

The directing room is a room at which with the help of electronic, electroacoustic and video devices, programme with audiovisual content is managed, prepared and produced and objective and subjective control of the audio and video output signal, control of the lights in the studio and control of the cameras is performed.

Each television station must have a directing room.

The directing room should comply with the minimum criteria laid down in Article 5 of

this Rulebook, except for the provision for minimum area, which should be 12 m².

Master-control room

Article 18

The main control room (Master-control room) is a room where by electronic, electroacoustic and video devices which are too noisy or too warm, and therefore they can not be accommodates in the directing room or the production control premises, objective and subjective control of the audio and video output signal at the moment when it is ready for broadcast is performed.

From the main control room coordination and assembling of audiovisual content from several studios is also performed (if such are owned by the broadcaster) that are ready for broadcast.

The premises referred to in paragraph 1 of this Article should meet the criteria laid down in Article 5 of this Rulebook.

It is advisable for every television station that broadcasts programme at the state level to have a main control room.

In cases when the television station does not possess a main control room, the main control of audiovisual content shall be performed in the directing room.

Mounting room

Article 19

The mounting room is a room where mounting of shows that should be prepared for broadcast is performed.

Acoustic insulation of television studios and control rooms

Article 20

The studio and directing room should be acoustically treated and isolated from external noise, and the noise caused by the devices for ventilation and air-conditioning.

The permissible level of noise and undesired sounds in television studios and directing rooms, at the height of 1.2 meters from the floor, must not exceed the values of the curve HP 20 of Table 1.

HP curve s 20	Frequency (Hz)								
	31,5	63	125	250	500	1k	2k	4k	8k
	69,0	51,3	39,4	30,6	24,3	20,0	16,8	14,4	12,6

*Table 1 – Permissible level of noise
Volume of sound pressure in dB in relation to 20 µPa - rms for the Octavian line*

Additional premises

Article 21

The room for archiving is a room where under special conditions the recorded audio-visual materials are archived and kept. This room must be separated from other rooms, with the exception of the room for technical and IT equipment, which can be a part of the room for archiving.

The editor's room is a separate working room for journalists.

The room for accommodation of technical and IT equipment is a room which accommodates the active equipment, with proper ventilation and air-conditioning, as well as devices for uninterruptable power supply. This room may be part of another room,

Make up room with wardrobe section is a room where programme participants can prepare before their appearance and

Facility – toilettes.

V. STAFFING REQUIREMENTS

Number and structure of employees

Article 22

The number and structure of employees of TV stations at the state level that broadcast programmes terrestrially, of general format, shall be eighty (80), employees of whom thirty (30) employees with a university degree, employed as journalists.

The number and structure of employees of television stations at the state level, that broadcast programmes terrestrially, of specialised format, shall be thirty (30) employees, of whom ten (10) with a university degree, employed as journalists.

If more than half of the programmes that are broadcasted on the programme service are created outside the premises of the television, the number of employees may be at least ten (15), of whom five (5) with a university degree, employed as journalists.

The number and structure of employees for television at the state level which broadcasts via satellite and public electronic communications network that does not use a limited resource should be thirty (30), of whom ten (10) with a university degree employed as journalists. If more than half of the programmes that are broadcasted on the programme service of a specialized format is created outside the premises of the television, the number of employees shall be at least fifteen (15) employees, of whom five (5) with a university degree employed as journalists.

The number and structure of employees for television at the regional level, with the exception of the region D7 should be at least ten (10), of whom five (5) with a university degree, employed as journalists. If more than half of the programmes that are broadcasted on the programme service of a specialized format is created outside the premises of the television, the number of employees shall be at least five (5) employees, of whom three (3) with a university degree, employed as journalists.

The number and structure of employees for a television of the D7 region (which includes the municipalities of Debar, Mavrovo and Rostusha and Centar Zupa) should be at least five (5) employees, of whom three (3) with a university degree, employed as journalists.

The number and structure of employees for a television at the local level, should be at least 5 (five), of whom three (3) with a university degree, employed as journalists.

As employees are considered persons regularly employed with full-time engagement with the broadcaster and persons engaged on the basis of deed contract and/or copyright agreement.

VI. FINANCIAL REQUIREMENTS FOR BROADCASTERS (RADIO AND TELEVISION STATIONS)

Article 23

Broadcasters are required to provide funds for the smooth performance of the activity –

provision of television and radio broadcasting for which their license by the Agency for Audio and Audiovisual Media Services was granted, which means fulfilling the obligations laid down in the current legislation in the Republic of Macedonia and the regulations adopted by the Agency for Audio and Audiovisual Media Services.

VII. FINAL PROVISIONS

Article 24

As of the day of the entry into force of this Rulebook, the Rulebook on the technical, spatial, financial and staffing requirements for obtaining a license for broadcasting No.01-4412/1 dated 11 August 2013 ("Official Gazette" No.154/2013) shall cease to be valid.

Article 25

This Rulebook shall enter into force on the eighth day following its publication in the "Official Gazette of the Republic of Macedonia".

**No.01-5774/1
21 November 2014
Skopje**

**Agency for Audio and
Audiovisual Media Services
President of the Council,**

Lazo PETRUSHEVSKI , handwritten signature