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 of the Republic of Macedonia,” Nos 184/13, 13/14, 44/14, 101/14, 132/14, 142/16, 132/17, 168/18, 248/18 and 27/19, and “Official Gazette of the Republic of North Macedonia,” Nos 42/20, 77/21 and 154/23), [and] Article 15, Paragraph 1, Indent 7, of the Rules of Procedure of the Agency for Audio and Audiovisual Media Services (Consolidated Text), No.01-3732/1, dated 29.07.2019, in accordance with the Conclusion of the Agency’s Council Ref. No. 02-3506/2 dated 25.09.2023, a Consolidated Text was prepared of the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License.

The Consolidated Text of the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License incorporates the following: Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License No. 01-5774/1, dated 21.11.2014, Rulebook on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License No. 01-3336/1, dated 08.05.2015, and the Rulebook on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License No. 01-3539/1, dated 25.09.2023.

**RULEBOOK**

**ON THE MINIMUM TECHNICAL, SPATIAL, FINANCIAL AND STAFFING REQUIREMENTS**

**FOR ACQUIRING A RADIO OR TELEVISION BROADCASTING LICENSE**

1. **GENERAL PROVISIONS**

Article 1

This Rulebook shall prescribe the minimum technical, spatial, staffing and financial requirements that broadcasters need to meet so as to be able to broadcast programme at the local, regional and state levels, respectively.

This Rulebook, i.e. its provisions concerning the mandatory possession of a studio or other additional rooms, does not apply to the broadcasters in cases where the programme service consists only of shows that are being, or have already been, fully prepared elsewhere (specialized music, film or sports programme, teleshopping programme, etc.).

This Rulebook, i.e. its part referring to the basic spatial requirements and parameters, does not apply to cases where the broadcasting or recording takes place outside of a studio space (a stadium, a cultural or sporting event, open space, a citizens’ gathering, etc.).

1. **GENERAL REQUIREMENTS FOR ALL BROADCASTERS (RADIO AND TELEVISION STATIONS)**

Article 2

In order to perform radio or television broadcasting in the area for which the Agency for Audio and Audiovisual Media Services has granted them a radio or television broadcasting license for a certain level of viewership/listenership (state, regional or local level), the broadcaster should have equipment and technical means at their disposal whereby they shall provide good-quality production and broadcasting of their programme.

In case of frequent interruptions or a major technical problem that affects the quality of the broadcasting of the produced programme, the broadcaster should inform the Agency for Audio and Audiovisual Media Services accordingly.

To broadcast their respective programmes, broadcasters may use radio frequencies, the capacity of a digital terrestrial multiplex, a satellite or the capacity of an operator of a public electronic communication network that does not use a limited resource.

All broadcasters should have an uninterrupted power supply at their facilities, thus ensuring energy independence for their basic functions, i.e. for smooth broadcasting of the programme. Depending on the level of viewership/listenership (state, regional or local level), broadcasters should meet the following criteria:

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

Energy independence may be achieved by using an uninterruptible power supply device, a generator or some other alternative source of power supply.

1. **REQUIREMENTS CONCERNING THE RADIO PROGRAMMING SERVICES (RADIO STATIONS)**

**Basic technical requirements, standards and parameters**

**Studio**

Article 3

Any radio station planning to produce speech and/or music as part of its programme service, live or by implementing broadcast delay, from its premises, must have an acoustically treated studio space, i.e. a studio.

The common parameters for the studios are as follows:

* the studio should have acoustic treatment and should be isolated from the outside noise (so as to prevent sounds interference), and
* mandatory use of ventilation or air-conditioning (central air-conditioning/ventilation is recommended).

Article 4

The studio or the space for recording or broadcasting announcements, news, statements, commentaries, interviews, talks, panel discussions, gatherings, text reads and other similar verbal information, should meet the following criteria:

* the acoustically treated room must not be smaller than 9 m²;
* if more than two persons are envisaged to be present in the studio at the same time, the room area should be expanded by at least 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 programme with speech or music content is run, prepared or produced, and control of the sound and the output signal is performed, using electronic and electroacoustic devices.

Each radio station must have a directing room.

The directing room must meet the following criteria:

* the area of the room following the acoustic treatment must be at least 10 m2, with a minimum height of the treated area of at least 2.6 m;
* the recommended shape of the room is rectangular or trapezoidal. Due to stereophony, there is a need to provide spatial and acoustic symmetry;
* the directing room must have acoustic treatment and isolation from the outside noise, and
* the directing room must have ventilation or air-conditioning.

If more than two persons are envisaged to be present in the directing room at the same time, the area of the room should be expanded by at least 2 m² per person.

Article 6

The directing room may at the same time be used as a studio; however, the equipment in the directing room should not affect the quality of the sound.

In case the directing room is also used as a studio, it should meet the following criteria:

* the area of the room following the acoustic treatment should be at least 15 m², the minimum height of the treated area being 2.6 m, and
* if it is envisaged that more than two persons should be in the studio/directing room at the same time, the area of the room should be expanded by at least 2 m² per person.

**Additional rooms**

Article 7

Any radio station planning to also air a programme of its own, produced live or through delayed broadcast as part of its programme service apart from previously recorded content produced by another entity, must, for the area for which it has acquired a license for a certain level of listenership (state, regional or local level), mandatorily possess the following:

* an editorial room (a room for journalists);
* a room for the manager or the editor-in-chief, and
* a room for stationing the technical and IT equipment.

The editorial room and the room of the manager or editor-in-chief may be merged into a single room.

**Quality of the signal**

Article 8

The audio signal must be transmitted at least in a stereophonic technique, except in the case of historical materials that have been recorded monophonically.

Each broadcaster should have a method for regulating the height and dynamics of the

tone.

1. **STAFFING REQUIREMENTS**

**Number and structure of employees**

Article 9

The holder of a radiobroadcasting license shall be obligated to hire, as regular employees, at least:

1. 10 (ten) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting speech or speech/music radio services at the state level;
2. 7 (seven) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting music or music/speech radio at the state level;
3. 4 (four) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting speech or speech/music radio services at the regional level;
4. 3 (three) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting music or music/speech radio at the regional level;
5. 2 (two) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the local level, covering an area of above 50,000 in population;
6. 1 (one) person who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the local level, covering an area of fewer than 50,000 in population.

The editor responsible for the programming service should have the status of a regular employee.

The persons mentioned in Points 1) and 2) of this Article should be full-time employees of the broadcaster, in line with the provisions of the Law on Labour Relations.

The persons participating in the creation of the programme include journalists, presenters, technicians in charge of the recording and sound transmission equipment, editors, as well as persons employed at other posts that are directly linked to the programme creation.

The fulfillment of the minimum staffing requirements shall be verified by submitting the Hiring/Departure document to the mandatory social insurance, i.e. the M1/M2 Form issued by the Employment Agency of the Republic of North Macedonia.

1. **REQUIREMENTS CONCERNING THE TELEVISION PROGRAMMING SERVICES (TELEVISION STATIONS)**

**Basic technical and spatial requirements, standards and parameters concerning the studio segment of the television stations airing programme at the local and regional levels**

**Studio**

Article 10

Any television station planning to show, as part of their programming service, their own programme produced live or by implementing broadcast delay (news, interviews with guests, quizzes, etc.), must possess an acoustically treated studio room, i.e. a television studio.

Depending on the purpose and the number of people planned to be present in the television studio at the same time, the studio space must meet the following minimum criteria:

* an acoustically treated area of at least 25 m²;
* a height of at least 2.6 meters;
* proper ventilation or air-conditioning, and
* a level of lighting in the studio that meets the minimum required by the technical features of the cameras used in the respective room.

**Directing room**

Article 11

The directing room is a room where programme with audiovisual content is run, prepared or produced; control of the audio and video output signal and control of the lighting in the studio is performed and control of the cameras is carried out using electronic, electro-acoustic and video devices.

The area of the directing room should be at least 12 m².

Each television station must have a directing room.

**Master control room**

Article 12

The master control room is a room where the shows that need to be prepared for broadcasting are mastered and it can be part of some other room (for example, the directing room or the editors’ room), and where the shows undergo finalization in programming and technical terms.

**Additional rooms**

Article 13

The television stations that air programme at the local and regional levels must have:

* an editorial room (a room for journalists);
* a manager’s or editor-in-chief’s room, and
* a room for stationing the technical and IT equipment. This room may be part of some other room.

**Basic technical and spatial requirements, standards and parameters for the studio segment of the television stations broadcasting programme at the state level**

**Spatial requirements**

**Studio**

Article 14

Any television station planning to air, as part of their programme service, a programme of their own produced live or by implementing broadcast, must possess at least 1 (one) studio, an acoustically treated studio space – a television studio.

Depending on the purpose and the number of people planned to be present in the television studio at the same time, the studio space must meet the following minimum criteria and have:

* an acoustically treated area of at least 25 m²;
* the height should be at least 2.6 metres, and
* proper ventilation and air-conditioning.

**Required reverberation time in the studio**

Article 15

The reverberation time required in a television studio depends on the room’s volume. Within the range of 200 Hz to 4.000 Hz, it shall be determined using the following formula:

**Tr = 0.25 (V/ Vₒ)1/3 sec;**

Where:

**Tr** is the required reverberation time expressed in seconds; **V** is the volume of the room in cubic meters (m³) and **Vₒ** is the reference volume that is at least 100 m³. The acceptable deviation from the required reverberation time, calculated using the above formula, within 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 by the technical features of the cameras used in the respective studio.

Using the so-called cold lighting to illuminate the studios is recommended.

**Directing room**

Article 17

The directing room is a room where programme with audiovisual content is run, prepared or produced, with the help of electronic, electroacoustic and video devices, and objective and subjective control of the audio and video output signal, control of the lighting 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 criteria laid down in Article 5 of this Rulebook, except for the provision concerning minimum space, which should be at least 12 m².

**Master control room**

Article 18

The master control room is a room where the shows that need to be prepared for broadcasting are mastered (this room can be part of the editorial room).

**Acoustic isolation of the television studios and control rooms**

Article 19

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

The acceptable level of noise and unwanted sounds in the television studios and directing rooms that are at least 1.2 meters high measuring from the floor, must not exceed the values of the 20 HP curve in Table 1.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **НР 20**  **curves** | **Frequency (Hz)** | | | | | | | | |
| **31.5** | **63** | **125** | **250** | **500** | **1к** | **2к** | **4к** | **8к** |
| 69.0 | 51.3 | 39.4 | 30.6 | 24.3 | 20.0 | 16.8 | 14.4 | 12.6 |

*Table 1 – Acceptable level of noise –*

*volume of sound pressure in dB in relation to 20 µPa - rms for the Octave band*

**Additional rooms**

Article 20

The television stations that air programme at the state level must have:

* an editorial room (a room for journalists);
* a manager’s or editor-in-chief’s room, and
* a room for stationing the technical and IT equipment. This room may be part of some other room.

1. **STAFFING REQUIREMENTS**

**Number and structure of the employees**

Article 22

The holder of a television broadcasting license for broadcasting a programming service of a general format is obligated to hire, as regular employees, at least:

1. 70 (seventy) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the state level via a terrestrial transmitter;
2. 20 (twenty) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the state level via a public electronic communication network that does not use a limited resource or via satellite;
3. 7 (seven) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme within the D1-Skopje zone;
4. 5 (five) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme within the following zones: D1-Crn Vrv-Veles; D2-Stracin; D3-Turtel; D4-Boskija; D5-Pelister; D6-Mali Vlaj, and D8-Popova Shapka;
5. 3 (three) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme within the D7-Stogovo zone;
6. 4 (four) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the local level, covering an area of above 50,000 in population;
7. 3 (three) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the local level covering an area between 30,000 and 50,000 in population;
8. 2 (two) persons who shall be taking part in creating the programme, in case it holds a license for broadcasting programme at the local level covering an area of fewer than 30,000 in population.

The holder of a television broadcasting license for broadcasting a programming service of a specialized format is obligated to hire, as regular employees, at least:

1. 10 (ten) persons, in case it holds a license for broadcasting programme at the state level;
2. 3 (three) persons, in case it holds a license for broadcasting programme at the regional level, and
3. 1 (one) person, in case it holds a license for broadcasting programme at the local level.

The editor responsible for the programming services of both general and specialized formats should have the status of a regular employee.

The persons mentioned in Points 1), 2) and 3) of this Article should be full-time employees of the broadcaster, in line with the provisions of the Law on Labour Relations.

The persons participating in the creation of the programme include journalists, presenters, technicians in charge of the recording and image and sound transmitting equipment, camerapersons, editors, as well as persons employed at other posts that are directly linked to the programme creation.

The fulfillment of the minimum staffing requirements shall be verified by submitting the Hiring/Departure document to the mandatory social insurance, i.e. the M1/M2 Form issued by the Employment Agency of the Republic of North Macedonia.

1. **FINANCIAL REQUIREMENTS FOR ALL BROADCASTERS (RADIO AND TELEVISION STATIONS)**

Article 22

The broadcasters are obligated to provide financial means for the smooth performance of their business activity of providing television or radio broadcasting, for which they have been granted a license by the Agency for Audio and Audiovisual Media Services. This implies meeting the requirements laid down in the legal provisions current valid in the Republic of North Macedonia and the bylaws adopted by the Agency for Audio and Audiovisual Media Services.

1. **FINAL PROVISIONS**

Article 23

(Article 24 of the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License, No. 01-5774/1, dated 21.11.2014)

On the day this Rulebook shall enter into force, the Rulebook on the Technical, Spatial, Financial and Staffing Requirements for Acquiring a License for Performing Broadcasting Activity No.01-4412/1, dated 11 August 2013, (“Official Gazette of the Republic of Macedonia” No.154/2013), shall cease to be valid.

Article 24

(Article 25 of the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License, No. 01-5774/1, dated 21.11.2014)

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

Article 25

(Article 4 of the Rulebook No. 01-3336/1, dated 08.05.2015, on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License, No. 01-5774/1dated 21.11.2014)

This Rulebook on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License No. 01-5774/1, dated 21.11.2014, shall enter into force on the eighth day following the date of its publication in the “Official Gazette of the Republic of Macedonia”.

Article 26

(Article 19 of the Rulebook No. 01-3539/1, dated 25.09.2023, on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License)

This Rulebook on Amending and Supplementing the Rulebook on the Minimum Technical, Spatial, Financial and Staffing Requirements for Acquiring a Radio or Television Broadcasting License (“Official Gazette of the Republic of Macedonia” Nos 172/14 and 76/15), shall enter into force on the eighth day following the date of its publication in the “Official Gazette of the Republic of North Macedonia” and the same shall be published on the website of the Agency for Audio and Audiovisual Media Services.

No.01-3953/1 Agency for Audio and Audiovisual

31.10.2023 Media Services

Skopje

President of the Council,

Lazo PETRUSHEVSKI

(hand-written signature)

Round stamp reading:

Republic of North Macedonia, Skopje – Agency for Audio and Audiovisual Media Services [in Macedonian and in Albanian, State’s coat of arms in the middle]