



RAJAR PUBLICATION CODE

(Effective Q4 2016)

1. The purpose of the Publication Code

The objective of the Publication Code is to ensure clarity and transparency in how subscribers may publicly present the data. The fundamental tenet of the code is that all reported RAJAR statistics are matters of fact and may be fairly compared. All comparisons should strive to be equitable, and where they are not, it must be declared and stated clearly to avoid misrepresentation.

Subscribers to RAJAR are required to comply in full with the Publication Code and it is advised that all station executives and their advisors responsible for any external communication of the data whether formal (structured corporate communication) or informal (personal comment via printed or digital media) are fully apprised of the conventions contained in the code herein.

Any activity that is deemed by RAJAR to have breached the Publication Code will be taken to the RAJAR Board which in turn may determine further action to be taken against the Station in question if judged to have breached the code.

Consequences of breaching the Publication Code.

Any activity deemed by RAJAR to have breached the Publication Code will be reviewed by the RAJAR Board which in turn reserve the right to take further action against the Station/s in question.

This is not limited to but could include:

- The Stations annual subscription cost being repriced for 12 months from the point of breach, by removing the discount delivered through shared diaries in the Stations' TSA.
- The removal of the subscribing Station/s from the published Quarterly RAJAR results.

1.1 What is publication?

Publication includes – but is not limited to – press releases, press packs and briefings, promotional and marketing material, sales presentations, formal and informal corporate personal blogging and social media (e.g. Facebook, Twitter and LinkedIn).

Any external use of RAJAR results made outside of a given station or station group is at that point defined as ‘publication’.

The ad-hoc use of RAJAR data for planning systems is subject to special conventions, which are set out in section 6 of this document. Within this context, publication includes the use of RAJAR data in negotiations by any RAJAR subscriber.

2. Publishing audiences based on rolling samples

2.1 Introduction

For individual stations, audiences will normally be based on the survey period that yields the minimum sample for the TSA (Total Survey Area) as specified by RAJAR. These results will be provided in the form of quarterly summary, aggregated reports (tables zero to ten) and as special analyses using data from a RAJAR authorised computer bureaux.

The standard RAJAR reporting base is Adults 15+. RAJAR also measures children aged 10-14, but these are a by-product of the adult sample and because of their relatively small numbers, are not subject to the same sample controls as the remainder of the survey. For this reason, care should be exercised when using Children’s data (or any data that includes children, such as All Aged 10+).

2.2 Results for individual stations

Published results for individual stations will be based on the minimum survey period of 3 months, 6 months, or 12 months. The period for each station will be shown as a new column in the Quarterly Summary – as Q (= Quarter), H (= Half Year) or Y (= Year). It will also be included in all documentation provided to the various bureaux. Details of the survey period for each station will also be shown at the top of all tables in the Published Volumes.

The survey period for opt-out services is 12 months. These results will not be published but continue to be reported jointly with the main station on the minimum survey period which applies to the main station.

In most cases the survey period for main stations outside London is 6 months.

2.3 Regional and National Groups

The standard reporting period for a group is 6 months. When a group includes a station requiring 12 months' data then the group may still report on a 6 month period. This also applies to groups which include opt-outs.

RAJAR does not produce 'published results' for syndicated network programming, e.g. news or chart shows. Where such programming includes national stations and a range of local services, special analyses for these services should be produced on the latest 6 month survey.

3. How to describe the data

Only the most recent set of RAJAR data can be used. All publication of RAJAR information should acknowledge: the source, the area to which the data refers and the survey period. For example:

"RAJAR - London TSA, Q4 2016" or
"RAJAR – Isle of Wight Radio 12 months ended December 2016"

Particular care should also be taken to identify the TSA for which the data has been calculated. Where comparisons are made using data from different TSAs, the different sources should be clearly identified.

If a Station or Group is making a comparison to a previous period it must be clearly stated. For example:

If the comparison is from the same period the previous year, use Y on Y. If the comparison is referencing the previous quarter: use Q on Q. Alternatively, use an asterisk to label clearly to say which comparison is being made.

4. What areas can be published?

The smallest geographical unit for which results may be published is a complete Editorial or Total Survey Area. The station has to have sufficient overlap with that Total Survey Area, as described in section 7.

Participating services and their authorised representatives are entitled to full analysis of all data within their own TSAs - i.e. sample point or 'postcode data'. However, **this does not allow for external publication.**

5. Reporting of multiple stations.

Stations under common ownership can be grouped under the ownership corporate name

as long as all owned stations are incorporated. A Station grouping that is less than the total ownership group can be reported under the following conditions.

1. A group of stations which share common branding only may be called 'Total Station X' or 'Station X Network'.
2. If a station of the same ownership but not of the same common branding is to be included in this Group, it should be referred to in the title i.e. 'Total Station X including Station Y' or alternatively the Group title should be completely indistinguishable from any of the brands included i.e. 'Fun City Network' or 'Funky Beats Portfolio'.

6. Platform Publication

Stations or Groups are allowed to publish their individual platform data; this includes but is not restricted to current 'Trading' reports. Platform data cannot be used in comparisons against competitive stations.

7. Which competitive stations can be published?

Any competitive station listed in Table 7 of the 'Standard Results' may be published.

The competitive stations listed in Table 7 will fall into one of the following categories:

- i. Any stations with the same TSA.
- ii. Any station with a TSA which wholly encompasses that of the 'home' station.
- iii. Any station with a TSA which overlaps by 50% or more of its population with the 'home' station's TSA, provided that this overlap also accounts for 30% or more of the 'home' station's TSA population.
- iv. Any station with a TSA which is overlapped by more than 50% of the population of the 'home' TSA, provided that this overlap, also accounts for more than 30% of the competing station's TSA population.
- v. Any station where there is a 50% TSA overlap **either way** and the population of the overlapped area exceeds 500,000 adults.

Those competitive stations meeting the criteria under iii, iv and v are marked with an asterisk in Table 7.

Comparison tables must positively identify those listed stations which are included on the basis of a partial overlap (i.e. criteria iii, iv and v). These should be marked with an asterisk and a note on each table should read:

"* Stations marked with an asterisk do not cover the whole of this Total Survey Area."

Standard Results and Station Report tables will routinely be published on the basis of the latest minimum survey period for the reporting station.

Where stations wish to make comparisons with other stations with different minimum survey periods, then special analyses (in the form of Table 7), based on the minimum survey period of the smallest station required for comparison, must be made. Comparisons have to be made on the basis of the minimum survey period of the smallest station eligible for publication.

8. Not for publication

a) Out of area data

The RAJAR survey is not designed to be a definitive measurement of out-of-area performance. For this reason, out-of-area information is intended for internal purposes only and cannot be published.

b) Sub-area analyses

Samples are only meant to be representative at TSA level. Any analysis based on an area smaller than a published TSA for example, postcode data, is therefore for internal purposes only and strictly not for publication.

9. The use of rolling sample data for planning and negotiation

The conventions for the use of RAJAR data in planning and trading are designed to provide parameters within which buyers and sellers of radio airtime use RAJAR data. They do not seek to constrain sellers or buyers to one particular method of data analysis as it is recognised that different sales policies exist.

For individual stations

The base for any figures disseminated externally must be **the most recent minimum survey period**. Analyses based on shorter (or longer) periods are possible; however, the results must not be communicated externally in any way, which includes all publications, social media, radio plans and airtime trading negotiations.

For station combinations

For the purposes of planning and negotiation, data users will be able to base their analyses of any station group that is offered for sale on any of the three survey periods, i.e. 3, 6 or 12-month surveys.

However, the following recommended conventions exist:

- (a). When stations are combined to form a group, if the group has within it any station reporting on either a 6 or 12 month minimum survey period, published data should be based on the most recent 6 or 12 month database. RAJAR strongly recommends the use of the 6 month base as this maintains consistency with the convention that is used for the official station groupings published by RAJAR.
- (b) For a station combination comprising only stations with a three month minimum survey period, RAJAR recommends use of the three month base.

10. Authorised representatives

Authorised representatives are those persons or companies which have been given written authority to access full data on behalf of a given service. Such representatives must provide evidence of authorisation to the RAJAR Contractor or Bureaux before access will be permitted.

Organisations authorised to receive full data on behalf of a Station or Group or Subscriber, must take care not to provide analysis based on this data to other clients.

11. General misuse and misrepresentation

RAJAR states that there must be no misuse or misrepresentation of information. The consequences of misuse can lead to further action being taken against the person or representative of the company who has intentionally misused the data.

Misuse includes:

- The publication or other dissemination of results prior to the embargo date and time specified for the 'Quarterly Summary of Radio Listening'. The embargo applies to all publications, electronic media including **ALL** social networking sites. The term embargo in RAJAR's business is described as followed;

"Please note that the information contained within this quarterly data release has yet to be announced or otherwise made public and as such could constitute relevant information for the purposes of section 118 of FSMA and non-public price sensitive information for the purposes of the Criminal Justice Act 1993. Failure to comply with this embargo could result in prosecution"

- the publication of data provided for internal use only - for example, monthly results, data for 'opt out' services or sub-area analyses.

Misrepresentation of the data may be seen to have occurred where:

- The universe, area or time period to which figures relate is not clear.
- The results are published based on inadequate sample sizes (less than TSA as defined by RAJAR).
- Direct or implicit comparisons are drawn between dissimilar sets of data without due clarification e.g. using different audience demographics, individual stations being compared to groups, comparing two or more programmes with differing schedule times, and any other comparison where the parameters are not identical.
- A difference between two periods is interpreted as a real change in listening behaviour without checking for statistical significance.
- RAJAR results are quoted in conjunction with a station or group name that differs from the RAJAR reporting name. In particular, efforts must be made to identify groups of stations when they could be confused with an individual station that has a similar name, for example XYZ Radio and Total XYZ Radio
- RAJAR results are shown in conjunction with a station map that does not clearly show the TSA boundaries.

In a case of doubt about the validity of analysis or claim, consultation with RAJAR is advised. Please contact Lyndsay Ferrigan on 02073950636 or Lyndsay@rajar.co.uk.

Please note that RAJAR has the right to publish any complaints that are deemed in breach of the Publication Code on its website. These complaints will remain on the website under the Publication Code section for the duration of the Quarter.

12. Special circumstances

There may be circumstances under which RAJAR deems it appropriate to publish or permit publication of results which do not accord with the rules set out above. RAJAR will only do so when it believes this will be in the best interest of the overall service.

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Please see the Publication Code PowerPoint Presentation also found at www.rajar.co.uk for more information. For guidance please consult the Glossary of the Publication Code.