

AIFD-GUIDE-APP-001

Applicant Readiness Guide

GUIDE DE PRÉPARATION DU CANDIDAT

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English text authoritative. French titles support international navigation.

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Contents

— Foreword3

1 Purpose of this guide3

2 Before you apply3

3 The evidence package, section by section3

4 How the review runs4

5 Common reasons applications stall5

Annex R Revision history5

Bibliography (informative)5

— Foreword

The International Federation of AI Film Producers' Associations (IFAIFPA) publishes the AIFD catalogue of standards for the disclosure, identity and accountability of AI film production, and operates the accreditation schemes that assess conformity with them. Standards are drafted by the federation's standards function, exposed to public consultation, and adopted by resolution of the governing body. Requirements use the verb shall; recommendations use should; permissions use may. Notes and informative annexes do not contain requirements.

This document, AIFD-GUIDE-APP-001 Applicant Readiness Guide, was first published on 1 August 2024. The present edition was adopted on 2 May 2026. The revision history in the final annex records every edition and its principal changes. The English text is authoritative; le texte anglais fait foi.

Nothing in this document grants any right to use a federation mark, and no conformity claim may be made except through the assessment and decision process defined in AIFD-STD-REV-001 and recorded in the federation's public register.

1 Purpose of this guide

This guide helps an applicant assemble the evidence package for an accreditation or certification review. It paraphrases the standards for convenience; the applicable published standard, the decision notice and governing-body resolutions control every accreditation. Where this guide and a standard differ, the standard prevails. Read it beside AIFD-STD-FES-001 (for festivals) or the scheme standard concerned, and AIFD-STD-REV-001 for how the review itself runs.

2 Before you apply

Confirm the scheme is open and read its current standard edition — editions and adoption dates are on the standards page; certificates cite both.

Identify the person who will answer for the application, and the person who answers for complaints; reviews stall most often because nobody owns the answers.

Assemble documents as they exist. Reviewers read originals; freshly-drafted policies written for the application are a recognised warning sign and receive proportionate scrutiny.

3 The evidence package, section by section

3.1 Legal identity and responsible officers

Current government registry extract (90 days or newer at submission); constitutional documents; directors and officers; beneficial owners; the board or officer authorisation for the application. Festival applicants: this is gate G1–G2 material — anonymous governance fails.

3.2 Programme and governance structure

Organisation chart; who sets rules, who selects, who judges, who awards; how those functions are kept apart; your published rules exactly as entrants see them, with URLs and archived copies (G3).

3.3 AI production and model-use disclosure

Your disclosure workflow under AIFD-STD-PRO-001: the template you use, who signs, how awarded works are verified (G5), and how corrections propagate. Producers: bring two or three real signed disclosures, not blanks.

3.4 Rights, permissions and provenance

Entry terms showing the creator-rights floor (no copyright assignment, no training-use licence as an entry condition — G4, quoted verbatim); consent practice for likeness and voice with the Annex A fields of AIFD-STD-RGT-001; hashing practice and, where used, content-credential practice.

3.5 Jury independence and conflicts

Jury appointment records; signed conflict declarations; recusal rules and any recusals actually made (G6); how vendor and sponsor influence is excluded from selection and awards, and how vendor prizes are labelled (G12).

3.6 Awards and public record procedures

Prize list with funding evidence; payment timelines and last edition's payment records (G8); your acceptance of register publication and status-referenced display of accreditation (G13).

3.7 Complaints, appeals and corrections

Your published complaints channel with its clocks (G9); anonymised examples of handled cases if any; how entrants are told about the federation's appeal window.

3.8 Privacy, accessibility and data protection

Privacy notice for entrants; processors and data flows; safeguarding for minors (G10); venue and platform accessibility information and the accommodation contact (G11).

4 How the review runs

Completeness check → independent review under AIFD-STD-REV-001 (evidence sampling; you respond to findings on facts within 14 days) → two-person decision → certificate sealed and published to the register by the registry function. Refusals state reasons and the 30-day appeal window. Fees are for assessment, never for outcomes; refusal rates are published annually.

5 Common reasons applications stall

- Registry extract older than 90 days, or naming a different legal entity than the applicant.
- Entry terms with a training-use licence buried in boilerplate — G4 is checked against the text, not intentions.
- Prize list announced before funding exists (G8), or last edition's prizes still unpaid.
- Jury lists without signed conflict declarations.
- Disclosure workflow that exists on paper but has never produced a signed declaration.
- No named person for complaints, or a channel that has never answered one within its own clock.

Annex R Revision history

EDITIO N	ADOPTED	PRINCIPAL CHANGES
1.0	2024-08-01	First edition.
2.0	2025-02-07	Restructured around the eight evidence sections used by reviewers.
3.0	2025-09-05	Common stall reasons added; gate cross-references completed.
4.0	2026-05-02	Aligned with current scheme editions; pilot schemes covered.

Bibliography (informative)

- The AIFD catalogue: AIFD-STD-DEF-001, -PRO-001, -RGT-001, -FES-001, -REV-001 (current editions).
- Bibliographic entries situate this standard in its regulatory and technical landscape. They are informative only and create no requirement.