



SERVING AUTHORS WORLDWIDE
AU SERVICE DES AUTEURS DANS LE MONDE
AL SERVICIO DE LOS AUTORES EN EL MUNDO

SG16-0502

Source language: English
Written on: 22/06/2016

CISAC Member Guide

1 Introduction

With 239 member societies in 123 countries, CISAC represents more than 4 million creators from all geographic areas and all artistic repertoires; music, audiovisual, drama, literature and visual arts. CISAC is presided over by electronic music pioneer **Jean-Michel Jarre** and our four Vice Presidents are: Beninese creator and singer **Angélique Kidjo**, Senegalese sculptor **Ousmane Sow**, Chinese director, writer and producer **Jia Zhang-ke** and Argentinean film director **Marcelo Piñeyro**.

Founded in 1926, CISAC is a non-governmental, not-for-profit organisation with Headquarters in France and regional offices in Africa (Burkina Faso), South America (Chile), Asia-Pacific (China) and Europe (Hungary).

Your society has been admitted as a CISAC member? The purpose of this Member Guide is to explain more about the benefits of CISAC membership, to guide you through our organisation and provide details on your obligations towards CISAC.

2 Benefits of CISAC Membership

As member of CISAC, a society enjoys a number of benefits:

- Activities in **global policy and legal affairs** to protect the moral and economic interests of creators
- **Information**, regular updates and **publications** concerning royalty collections and other CISAC members' activities
- Participation in **CISAC Committees**, particularly for the development of common standards and rules in rights' administration
- Participation in **CISAC Governance** at various levels of the organisation, including the Board of Directors and General Assembly
- Access to **CIS Tools**, which streamline and facilitate data exchanges across societies
- **Recognition** by fellow organisations, the creative industries at large and governments
- Legal, financial and technical **support** from the CISAC community

2.1 Global policy and legal affairs

CISAC's global policy and legal affairs activities are to promote international, regional and national legislation on copyright and authors' rights that protects the moral and economic interests of creators in all kinds of artistic works: music, audiovisual productions, dramatic works, literature and the visual arts. Some examples of CISAC activities:

- **International Influence**: on a number of treaty-related discussions and in a variety of other areas, our dialogue and cooperation with the World Intellectual Property Organisation (WIPO), in Geneva, is on-going.
- **Resale Right Campaign**: together with EVA, GESAC and visual arts societies, CISAC campaigns for universal implementation of the visual artist's resale right to promote a new international treaty that would introduce the resale right as a mandatory element of copyright protection.

- **Studies & Statistics:** CISAC strives to provide policy-makers with empirical evidence on the value of authors' rights and collective management. We also work to promote the exchange of information amongst our members.
- **Regional Work:** CISAC continually monitors legal and policy developments at the local and regional level, and we act whenever we can make an impact.

 More information on <http://www.cisac.org/What-We-Do/Global-Policy-and-Legal-Affairs>

2.2 Governance

Building trust in the work of authors' societies – both from creators and users of creative works – is an essential goal for CISAC. Our objective is to provide the highest standards of operational excellence throughout our international network of member societies. To this aim, CISAC member societies abide by the organisation's Professional Rules and Binding Resolutions (Code of Conduct).

These rules help to guarantee smooth transactions within and between member societies, with creators and publishers, as well as with commercial content users. They provide quantifiable criteria emphasising:

- Transparency and efficiency
- Impeccable service to creators
- Fair licensing terms for the users of artistic works
- Accurate and timely distribution of royalties

Compliance to these rules has two main benefits. Firstly, it ensures seamless accurate licensing, collection and distribution processes throughout the collective management value chain, and secondly, it builds trust between industry partners, policy-makers and the public.

The system set up by CISAC aims at supporting collective management organisations (CMO) at an early stage of their development. Services provided by CISAC include legal advisory, governance, training, and technical assistance.

 More information on <http://www.cisac.org/What-We-Do/Governance>

2.3 Information and publications

Every year, Members, Provisionals and Associates receive information regularly through different media, which enables them to keep track of market developments and CISAC activities.

In addition to the CISAC website presented below, the following information is sent to members:

- E-mails giving information about **CISAC meetings** (invitations, documents, minutes)
- The latest news articles published on the **CISAC website**, dealing with market and CISAC developments
- **CISAC Highlights**, a monthly newsletter sent to members only, briefing them on the latest CISAC news
- **CISAC Annual Report**, which summarizes the accomplishments of the year
- Based on members' declarations of their collections in their national territory, the CISAC annual **Global Collections Report** analyses global collections by repertoire, type of rights and region, and provides a perspective on the evolution of market trends
- **Press releases** issued either by CISAC or by member societies

👉 *As soon as you became a CISAC member, your contact information has been added to our various mailing lists.*

👉 *Check the information about your society on the CISAC Directory available from our web site.*

👉 *For any change, contact membership@cisac.org*

2.4 CISAC Committees

CISAC works with a number of committees and working groups to ensure that its works on collective management of rights based on the view of experts, the rules of good governance and the voice of creators.

These bodies deal with multiple regional, technical, legal and creative challenges faced by creators and societies across the world. Experts, society representatives and creators regularly meet to share their experience and best practices about collective management.

CISAC has four key committee groups who meet, including:

- Four **Technical Committees** that provide expert, specialised guidance on the administration of royalties for creators;
- Five **Regional Committees**, each charged with representing the specific issues within their geographical area;
- **Board Committees** that deal with governance, membership and financial matters, legal and international policy issues;
- **Creators' councils** that bring the voice of authors to the front of the global debate on all issues relating to copyright and authors' rights, particularly when it comes to supporting the fair remuneration of creators.

As a CISAC Provisional or Full Member, a society can participate to the committees, relevant to its repertoires and its region. See the complete list of Committees as Annex A.

- ☞ **Technical Committee:** *as soon as your society is admitted as Provisional, you can send an email to membership@cisac.org and inform the CISAC Secretariat about the relevant experts that should be included in our mailing lists. Then, they will receive the relevant invitations and documents.*
- ☞ **Regional Committees:** *your society will be automatically included in the list of our Regional Directors.*
- ☞ **More details in section on “CISAC Organisation”**

2.5 CIS Tools

A CISAC Member or Provisional Member society has automatic access to the Common Information System (CIS) systems and tools. Most of these are owned by CISAC, and administrated on its behalf by one of its members.

The list of tools includes:

- **IPI** – The database of Interested Parties and affiliation Information through which an IPI number is allocated to societies’ members and maintained on behalf of CISAC.
- **CIS-Net** – A network of databases to share musical works metadata. Other tools are integrated in CIS-Net to facilitate the tasks of societies, such as UP Batch Services, AV Batch Services, etc...
- **WID** – A database that enables CISAC societies to share musical works information via a common repository connected to CIS-Net.
- **AVIndex** – A CISAC database that maintains header information on audiovisual productions and provides a directory of sources for cue sheets. The AVIndex is also part of the CIS-Net network.
- **CSI** – A centralised index that contains all ISWC metadata information.
- **NLP** – A reporting tool in CIS-Net that can be used to inform other societies about performances in their territory.
- **IDA** – The International Documentation on Audiovisual works that gives accurate information on audiovisual works and rights owners

These tools enable each Member or Provisional to make its repertoire available to the overall community, facilitating the sharing of documentation, licensing, and the remuneration of works. The complete list of CIS Identifiers and Tools is provided in Annex D.

Access to most of the CIS Tools is subject to the signature of a user contract and to a specific fee added to the CISAC’s subscription fee. Main principles for the calculation of the CIS fees are described in Annex E.

- ☞ *Access to the CIS Tools is granted by the CISAC Secretariat as soon as your society is admitted as Provisional Member. For further information, send an email to cis@cisac.org.*
- ☞ *As an example, a society that collects around €15,000,000 and has 100,000 works on the WID pays annual fees of around €1,000 for CIS-Net and ISWC, and €500 for the WID.*

2.6 CISAC Support

Access to the support funds (see Solidarity Fund) is obviously conditional upon being a CISAC Member or Provisional, but such membership also offers the possibility of receiving direct aid of a more specific nature from the Confederation through the Secretariat and the Regional Offices. Indeed, within the limit of its resources, CISAC can provide logistic, political and/or legal support in various contexts of discussions between CISAC societies and third parties (governments, broadcasters and other users of works, producers, etc.), through direct representations to national governments.

CISAC can also act as a mediator, at the request of all the parties, in difficulties between two or more societies.

Any CISAC society may draft and propose the adoption of resolutions concerning particular aspects of collective management or difficulties relating to its activities. These resolutions are addressed to the General Assembly of CISAC, which may adopt them during its General Assembly in June.

2.6.1 Solidary Fund

The purpose of the Solidarity Fund (SF) is to help confederated societies that, essentially for economic reasons, do not yet have access to modern management and/or rights administration techniques. This fund is reserved for CISAC Members and Provisionals that are up-to-date with their subscriptions and, barring exceptional cases, have not already been granted a loan that is still being repaid.

The conditions to fulfil in order to benefit from this fund are set out in detail in Annex A.

-  *For any help or questions concerning the Solidarity Fund, you are invited to contact the Secretariat directly at membership@cisac.org or the CISAC Director of the region in which your society is located.*
-  *Support can be given to help draw up the required dossier and define the needs to meet the requirements for connection to the CISAC network.*

2.6.2 Legal Aid

The purpose of legal aid supplied by CISAC is to help confederated societies that, mostly for financial reasons, do not have the means to pay lawyers as well as settle the necessary expenses regarding lawsuits that need to be initiated against users and other non-compliant parties.

The funds to finance legal aid come from the regional budgets, which are submitted to the Board of Directors for approval.

The conditions to fulfil in order to benefit from this fund are set out in detail in Annex B.

3 CISAC Organisation

CISAC is an association located in France. In accordance with French regulations, CISAC has to respect certain legal obligations governing associations.

CISAC is committed to providing transparent accounts, which are reviewed annually by external auditors and adopted by the General Assembly.

CISAC's activity also lies within the scope of competition rules. In this context, CISAC members should be aware that certain topics are inadmissible at CISAC meetings or under CISAC's umbrella. We encourage you to consult our new publication "Competition Law Compliance Guide" ([SG13-0792](#))

3.1 CISAC Secretariat

The CISAC Secretariat is the operational arm of CISAC. The Secretariat is at the service of all Members, Provisionals and Associates to help, inform and urge them to take part as much as possible in the life of CISAC, within its means.

The Secretariat must assist CISAC Members in:

- Operating properly, as laid down in the Statutes and the Professional Rules
- Acting in accordance with the objectives set and decisions taken by the Board of Directors

It is organized in departments:

- Director General
- Operations Department (Administration, Human Resources, Finance)
- Business Standards and Rules Department
- Information Systems Department
- Communications Department
- Legal and Public Affairs Department
- Repertoires and Creators Relations Department

Regional affairs are also organized in departments:

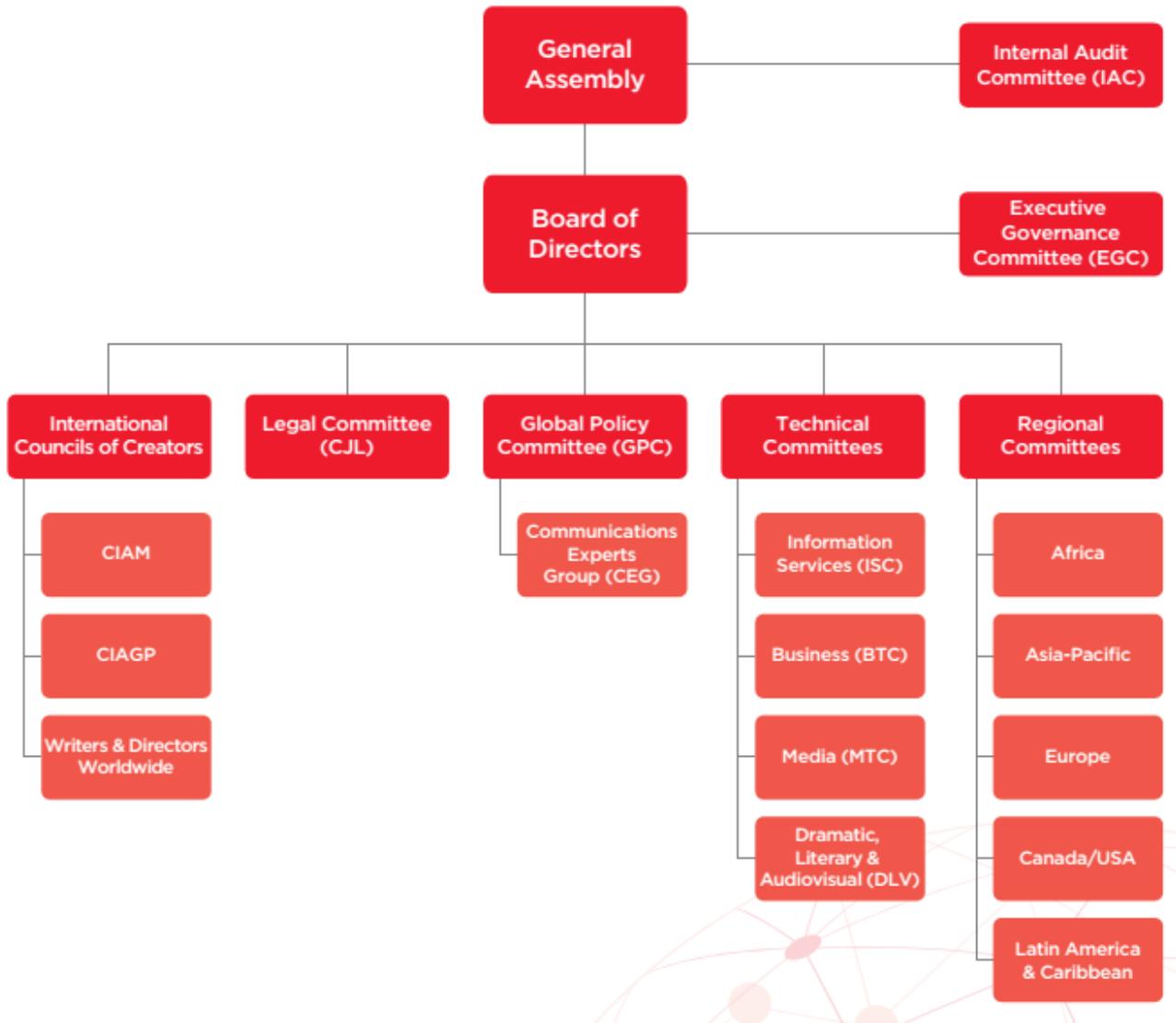
- African Affairs (based in Ouagadougou)
- Asian and Pacific Affairs (based in Beijing)
- European Affairs (based in Budapest)
- Latin American and Caribbean Affairs (based in Santiago de Chile)

Note: The following regions are not covered by the above listed Regional Affairs Departments:

- Western Europe
- USA
- Canada

These regions are directly managed by CISAC Headquarters in Paris.

3.2 CISAC Structure



3.2.1 General Assembly

The General Assembly is the annual event that reviews CISAC’s activities. It is an opportunity for all member societies to meet together and share their expectations, their sources of satisfaction and any disappointment they may feel concerning CISAC. Only Members are entitled to vote in the General Assembly.

The General Assembly is held every year before the end of June and is open to CISAC Members, Provisionals and Associates. Only Members can vote and elect the **Board of Directors**, as well as the **Internal Audit Committee**.

3.2.2 Board of Directors

The Board of Directors is the CISAC body vested with many of the strategic decision-making powers. The Board has the widest authority to manage CISAC, and only Members may serve on the Board. They are elected by the General Assembly with a three-year mandate in accordance with the conditions set out in the Statutes. The Board of Directors usually meets three times a year.

The Board is composed of up to 20 directors who are elected for a three-year term and who are collectively representative of all the regions and artistic repertoires within CISAC. The Board is headed by a Chairperson and two Vice-Chairpersons elected by its members, for a period equal to its mandate and renewable for re-election once.

Three Committees are nominated by the Board of Directors:

- The **Executive Governance Committee** (EGC) deals with all financial, governance and membership matters, and is responsible for the definition of the Board's agenda.
- The **Global Policy Committee** (GPC) addresses and makes recommendations to the Board on international policy issues including lobbying, policy advocacy and co-operation with other organisations.
- The **Legal Committee** (CJL) is an advisory statutory body that provides expert advice on copyright issues and litigation to CISAC member societies on a national and international level.

 More information on <http://www.cisac.org/Who-We-Are/Our-Committees/Committees>

3.2.3 Regional Committees

CISAC has five regional committees, each charged with representing the specific issues within their geographical area. The five regional committees comprise:

- Regional African Committee (CAF)
- Regional Asia-Pacific Committee (CAP)
- Regional Canada/USA Committee (CCU)
- Regional European Committee (EC)
- Regional Latin American and Caribbean Committee (CLC)

Each regional committee forms a statutory advisory body to promote the interests of the creative community and its intellectual property in their specific region.

Meetings of the African, Asia-Pacific, Latin America & Caribbean and European Committees are organized locally by the CISAC Regional Offices respectively based in Ouagadougou, Beijing, Santiago de Chile and Budapest. The same rules apply to the participation and organization of these meetings as those referred to earlier.

The only specific rules applying to Regional Committees concern simultaneous translation provided by CISAC:

- The African Committee works in French and English
- The Asia-Pacific Committee holds its meetings exclusively in English
- The work of the European Committee is conducted in French, English and Russian
- The Latin America & Caribbean Committee holds its meetings in Spanish and English

☞ *Contact CISAC Regional Directors:*

- *Asia-Pacific – Benjamin NG: benjamin.ng@cisac.org*
- *Africa – Balamine Ouattara: balamine.ouattara@cisac.org*
- *Europe – Mitko Chatalbashev: mitko.chatalbashev@cisac.org*
- *Latin America and The Caribbean – Santiago Schuster : santiago.schuster@cisac.org*

3.2.4 Technical Committees

CISAC has four technical committees that provide expert, specialised guidance on the administration of royalties for creators:

- The **Information Services Committee** (ISC) monitors the common IT-based systems and tools including the CIS-Net programme definition, planning, deployment and business implementation. The ISC's activities are closely linked to the Business Technical Committee (BTC).
- The **Business Technical Committee** (BTC) is a committee representing all fields of creativity responsible for creating, implementing and troubleshooting all standards and procedures related to documentation and revenue distribution.
- The **Media Technical Committee** (MTC) is a committee representing all fields of creativity responsible for addressing issues related to licensing, both online and media broadcasting, including mechanical and performance rights.
- The **Dramatic, Literary and Audiovisual Technical Committee** (DLVTC) primary tasks are to facilitate the exchange of information on all matters relating to the administration of rights in DLV works and to develop common tools (for documentation, licensing and distribution, for example).

☞ *The ISC is managed by the Information Systems Department and its Director Jose Macarro; jose.macarro@cisac.org*

☞ *The BTC, MTC and DLVTC are managed by the Business Standards and Rules Department and its Director Sylvain Piat: sylvain.piat@cisac.org*

3.2.5 International Creators' Councils

CISAC's creators' councils bring the voice of authors to the front of the global debate on all issues relating to copyright and authors' rights, particularly when it comes to supporting the fair remuneration of creators.

Each council represents a creative repertoire:

- The **International Council of Creators of Music** (CIAM) is a statutory advisory body and acts independently to broaden the representation of music creators worldwide.
- The **International Council of Creators of Graphic, Plastic and Photographic Arts** (CIAGP) is a statutory advisory body that addresses issues concerning the administration of visual authors' rights.
- **Writers & Directors Worldwide** is a worldwide umbrella organisation that addresses, as a statutory advisory body, issues concerning the moral rights, economic and legal interests of dramatic, and literary and audiovisual (DLV) creators.

☞ *The International Creators' Councils are managed by the Repertoires and Creators Relations Department and its Director Silvina Munich: Silvina.munich@cisac.org*

☞ More information on <http://www.cisac.org/Who-We-Are/Our-Committees/International-Creators-Councils>

4 Obligations

Being a CISAC member involves a number of obligations including:

- Compliance with the CISAC Statutes, and notably the Financial Obligations
- Compliance with the Professional Rules relevant to the repertoires managed by the society

4.1 Financial Obligations

Being part of its membership obligation, a member society has to pay a membership subscription fee.

4.1.1 Calculation of the subscription fee

The subscription fee in each calendar year is a percentage of the total amount of royalties collected by a member society on its national territory before deductions of any kind (gross collections) during the immediately preceding calendar year. Revenue regarding foreign collections (royalties received from sister societies) and other income (ex. financial income) are therefore not included in the calculation. The percentage applied for “Provisional” and “Associates” shall be 10% of the one applied for “Members”.

The subscription fee paid by a member which predominantly administers rights in a repertoire category shall not exceed 13,5% of the total subscription fees paid by all members which predominantly administer this same repertoire category.

Each year the General Assembly fixes the maximum applicable subscription rate. The final subscription rate is determined by the Board of Directors before the end of the year. The minimum subscription fee is set by the Board of Directors at least once every two years.

Each year, CISAC Members and Provisionals must complete and submit an online declaration (Statement of Income and Expenditure (I&E)), accessible in the CISAC Web Tools section on the CISAC website.

Basically, a member’s Statement of Income and Expenditure includes the breakdown by repertoire of the amounts collected in the national territory, the monies paid and received from their sister societies. The statement also provides the costs deducted from the collections and a summary of the distributed royalties during the financial year and of the royalties still to be distributed at the year end. The amounts are usually declared in local currency. The tool guarantees swift reporting and allows easy consultation of sister societies’ figures. Figures are also used for global statistic purposes on the copyright market.

- 👉 In 2015, the subscription fee of a Member was 0,087% of its 2014 domestic collections, with a minimum of €1,250. A Provisional or Associate only pays 10% of a Member fee, with a minimum of €230.
- 👉 As an example, a society that collects €2,000,000 has to pay an annual subscription fee of €1,740.

4.1.2 Subscription Invoicing

The subscription fee based on the declared national collections is invoiced to each member. If the member does not declare its collection by the deadline set by CISAC the subscription fee is based on the previous year declaration increased by a penalty percentage due to the absence of declaration.

The invoice is issued in Euros (EUR) or in United States Dollars (USD) for mostly the North American societies and societies situated in the dollar area. It is sent by e-mail.

The exchange rate used to convert the collections in local currency (declaring currency of each member) into Euros or USD corresponds to the average rate of the previous year (average over 365 days). For example, collections regarding 2015, and thus relating to a subscription fee paid in 2016, will be calculated in EUR (or USD) based on an average exchange rate for 2015.

In compliance with French law, certain societies are invoiced by CISAC with VAT (Value Added Tax). This requirement concerns the French societies and societies situated in the European Union, which do not already pay VAT in their respective countries. Therefore, each member society located within the European Union will be invited to communicate its intra-Community VAT number, indicating that it collects and is refunded VAT in its country. In the absence of this number, CISAC will have to invoice VAT. For the societies outside of the European Union this tax is not applicable.

The member societies are invited to pay their subscription by transfer to the appropriate account, in EUR or USD no later than 30 days after the invoice has been sent. Local bank charges shall be borne by the society making the bank transfer.

4.1.3 Contribution to Training and Development

CISAC Training and Development activities are supported by the CISAC annual budget (funded by the annual subscription fee from member societies), and by voluntary contributions from societies to the T&D Fund, which was created in 2006 by the Board of Directors.

These contributions are crucial to maintaining professionalism throughout the network of societies. The fund allows for the CISAC T&D department to develop up-to-date training materials for the benefit of its members.

The requested contribution fee for the CISAC T&D Fund corresponds to 2.5% of the societies' annual CISAC subscription fee.

4.2 Professional Rules and Binding Resolutions

The **Professional Rules** are a set of binding principles laid down by CISAC to ensure that all of our members operate according to the best practices in terms of business, governance, management, finance and technical expertise. The principle of these Professional Rules was established back in 2006 and was subsequently extended to each of our repertoires.

- In June 2008 for societies in the music (MU) and visual arts (AGP) repertoires
- In June 2009 for societies in the dramatic, literary and audiovisual (DLV) repertoire

Each Professional Rule was discussed within the relevant advisory body (including technical and regional committees and creators' councils) and approved by CISAC's General Assembly prior to their implementation.

The **Binding Resolutions** are a set of technical criteria that pertain to the documentation and distribution operations of our member societies. They complement the key principles of the Professional Rules and aim to maximize the accuracy and efficiency of royalty distribution to rights holders.

The Binding Resolutions deal with:

- The use of international standards (e.g. IPI, ISWC) to ensure the prompt identification of rights holders
- The use of the systems and tools to share documentation of works, such as the CIS-Net network for musical societies or IDA for audiovisual societies
- Specific distribution rules in the case of unidentified uses or works with incomplete documentation

CISAC Members and Provisionals are required to declare compliance with the Professional Rules for the repertoires managed by the deadline determined each year by the Secretariat. Failure to submit by this deadline increases the chances of being selected at the General Assembly for a full compliance review, including in situ audit.

 More information on <http://www.cisac.org/What-We-Do/Governance>

Annex A – Solidarity Fund

<p>Who can benefit?</p>	<p>Societies that can benefit from the Solidarity Fund are:</p> <ul style="list-style-type: none"> a. CISAC Members; b. CISAC Provisionals; and c. Newly created societies having submitted a fully documented application for admission as Provisionals still pending approval by CISAC’s General Assembly.
<p>What is it for?</p>	<p>The Solidarity Fund can be used for the following purposes:</p> <ul style="list-style-type: none"> a. Loans for IT equipment, office equipment, software, and other items on a case-by-case basis; b. A member society, during the starting period of its activities or a newly created society having submitted a fully documented application for admission as Provisionals still pending approval by CISAC’s General Assembly, can apply for a starting package loan. This money can be used for financing operational costs (salaries, rent, marketing, external services, etc.).
<p>How does it work?</p>	<p>The Solidarity Fund is implemented as follows:</p> <ul style="list-style-type: none"> a. A contract between CISAC and the beneficiary society must detail the purpose and conditions of the loan; b. All loans are converted into and reimbursed in local currency; c. The reimbursement period of the loans varies from three to ten years depending on the amount and the financial situation of the society; d. In the case of the starting package, the repayment can be suspended for several years.
<p>What are the conditions?</p>	<p>Basic conditions for application (any kind of applicant):</p> <ul style="list-style-type: none"> a. The requests from the societies will be collected by the CISAC Secretariat Headquarters in Paris for their examination with the collaboration and position of the relevant Regional Director prior the presentation of their candidacy to the CISAC Board of Directors; b. Societies must not be in arrears with their subscriptions and must not be reimbursing a previous Solidarity Fund loan; c. In all cases the societies, when applying for financial help, must provide a justification of the request (how it will help the society – what it will bring), quotes from reputable providers (for equipment requests) as well as market expectations (when requesting funds for starting operations); d. All applicants must provide a two-year budget — model to be supplied by the CISAC Secretariat — for the current as well as the consecutive years. <p>In addition, for newly created societies, the applicant must present a Business Plan — model to be supplied by the CISAC Secretariat. The applicant society will be able to count on the help and supervision of the CISAC Secretariat when preparing the Business Plan. The analysis of the Business Plan and market potential by the Secretariat will determine whether the help can be given.</p>

Annex B – Legal Aid

How to obtain?

Each year, the Regional Directors are responsible for centralizing applications for each region. The Directors must make reasonable choices taking into account the degree of urgency and the budget limits.

The applications must contain a detailed explanation of the purpose for which the funds are sought (the business plan), and the amounts requested must be justified — legitimate estimates of the expenses to be financed are required. Should the applications contain more than one request (e.g. several lawsuits), the relevant society must present the requests in order of priority.

The Regional Director will inform the applicant society of the acceptance or refusal (giving reasons) of its application for legal aid, as well as the conditions. Where the application has been accepted, the society will be asked to sign a contract with CISAC, setting out the terms and conditions of the grant of aid. These terms and conditions are outlined in item 3) below.

Transfer of the funds will be made directly to the head office of the society upon receipt by CISAC of the signed contract.

What are the conditions?

In order to be entitled to legal aid, the society will have to be up-to-date with its subscriptions and any Solidarity Fund loans granted by CISAC.

The society will undertake to provide evidence (invoices) of the use of the funds, as well as a report taking stock of the situation (the results of the legal action that is the subject of CISAC's financial aid), at each stage of the judicial process, and in any event not later than 60 days after receiving the funds. If the society fails to meet the deadline CISAC will be entitled to demand repayment of the entire amount granted. Should these documents not be available by the deadline, the society must inform CISAC and justify the lack of documents, knowing that the acceptance of such justification is entirely at CISAC's discretion.

If CISAC advances fees before the lawsuit is decided or initiated and the lawsuit is afterwards decided in the society's favour, the society must reimburse CISAC the relevant amount.

Annex C – CISAC Committees

Statutory and Policy Committees			
Name	Frequency	Participants	Comment
General Assembly (AG)	Every year	Members Provisionals Associates	
Board of Directors (BOD)	Three times a year	Members elected by the General Assembly	
Legal Committee (CJL)	Once a year	Members elected by the Board of Directors	
Global Policy Committee (GPC)		Members elected by the Board of Directors	
Executive Governance Committee (EGC)	Three times a year	Members elected by the Board of Directors	Membership, Governance and Finance
Communication Expert Group (CEG)	Once a year		Communication
Regional Committees			
Name	Frequency	Participants	Comment
African Committee (CAF)	Once a year	Members and Provisionals located in Africa	
Asia-Pacific Committee (CAP)	Twice a year	Members and Provisionals located in Asia-Pacific	
Canada-USA Committee (CCU)	Once a year	Members and Provisionals located in Canada and USA	
European Committee (CE)	Once a year	Members and Provisionals located in Europe	
Latin America and The Caribbean Committee	Once a year	Members and Provisionals located in Latin America and The Caribbean	
Creators' Councils			
Name	Frequency	Participants	Comment
Writers and Directors Worldwide (W&DW)	Once a year	Writers and Directors from Members in the Audiovisual repertoire	
International Council of Creators of Music (CIAM)	Once a year	Authors and Composers from Members in the Music repertoire	
International Council of Creators of Graphic, Plastic and Photographic Arts (CIAGP)	Once a year	Authors and Executives from Members and Provisionals in the AGP repertoire	

Technical Committees			
Name	Frequency	Participants	Comment
Information Services Committee (ISC)	Every month via conference calls Once a year in a physical meeting	12 Members nominated by the Secretariat and approved by the Board	
Business Technical Committee (BTC)	Once a year	Members and Provisionals	Documentation and Distribution related matters
Media Technical Committee (MTC)	Once a year	Members and Provisionals	Broadcast and online licensing related matters
Dramatic, Literary and Audiovisual Committee (DLV TC)	Once a year	Members and Provisionals	DLV repertoire technical matters

Annex D – List of CIS identifiers and Tools

Tool	Description	Write access	Read access	Management
IPI	Database of interested parties and membership agreements.	Against payment of a contribution proportional to CISAC subscription	Free via the IPI site or CD Rom or replication or CIS-Net	SUISA
CIS-Net	Network of societies' databases, including data on IPs, Works, Agreements, AV cue-sheets, etc...	CIS-Net fee based on society income	CIS-Net fee	CISAC and FastTrack
WID	Database of musical works available to societies that do not have database directly connected to CIS-Net.	Against payment of a user contribution based on number of works in the database	Free (WID site, CD Rom replication, or via CIS-Net)	ASCAP on behalf of CISAC
AVIndex	Index of audio-visual productions to identify the owner of the music cue-sheet.	Against payment of a user contribution based on number of works in the base	Free (CIS-Net)	PRS for Music on behalf of CISAC
ISWC	Musical work identifier	Contribution based on musical society income	Free public access via the ISWC site	CISAC and FastTrack
ISAN	Audio-visual work identifier	Depends on the regional agency	Depends on the regional agency	CISAC in a consortium with: <ul style="list-style-type: none"> • AGICOA • FIAPF
ISTC	Textual work identifier	<i>Rules defined by the ISTC International Agency</i>	<i>Rules defined by the ISTC International Agency</i>	CISAC in a consortium with IFFRO
ISNI	Name Identifier	<i>Fees based on ISNI assignments</i>	<i>Public free via ISNI.org</i>	OCLC on behalf of ISNI Board
IDA	Audiovisual Work Documentation	Fixed fees + fee based on society collection	All CISAC member (including Music)	SACD on behalf of IDA Management Committee

Annex E – CIS costs

Tool	Who	How much
IPI	All Members and Provisionals posting their affiliates' data to the database	<ul style="list-style-type: none"> • If the society manages one creation class (repertoire): <ul style="list-style-type: none"> ○ CHF 0.30 centimes per IP Name + 20% of the CISAC subscription ○ Minimum subscription: CHF 1,500 per year • If the society manages two or more creation classes (repertoires): <ul style="list-style-type: none"> ○ CHF 0.50 centimes per IP Name + 20% of the CISAC subscription ○ Minimum subscription: CHF 2,500 per year
ISWC	All Members and Provisionals managing the musical repertoire (Provisionals admitted to CISAC in year N will have to contribute as of year N+1 regarding the costs incurred in year N)	Actual Operating costs related to ISWC-Net and incurred in a given year N are re-invoiced in year N+1 proportionally to the weight of the subscription paid to CISAC by the society regarding year N in relation to all the subscriptions invoiced within the same year.
WID	All Members and Provisionals posting their musical works data to the database	Actual Operating costs related to the WID incurred in a given year N are re-invoiced in year N+1 proportionally to the following key: <ul style="list-style-type: none"> • 50% in proportion to the number of works in the WID database at the end of year N • 50% in proportion to the weight of the subscription paid to CISAC by the society regarding year N in relation to all the subscriptions invoiced within the same year.
AVIndex	All Members and Provisionals posting their audiovisual production data to the database	Actual Operating costs related to the AVIndex database incurred in a given year N are re-invoiced in year N+1 proportionally to the number of entries in the database at the end of the preceding year (N-1)
CIS-Net	All Members and Provisionals managing the musical repertoire (Provisionals admitted to CISAC in year N will have to contribute as of year N+1 regarding the costs incurred in year N)	<p>Actual Operating costs related to the CIS-Net incurred in a given year N are re-invoiced in year N+1 proportionally to the following key:</p> <p>25% of domestic collection income + 150% of the collection income received from sister societies - 25% of the collection income paid to sister societies (all figures related to year N-1)</p> <p>There is a minimum contribution fee of €20 or the equivalent in US\$</p>