

Description of the online service Electronic Confirmation Process (ECP)

Dear publishers,

The introduction of the derivation logic also brings about a few new features in the ECP. They are marked in the individual chapters with the term NEW. [A summary of the changes and important tips are included in Chapter 1.](#)

The ECP is a process that helps you provide GEMA with details whether the author has agreed to the participation of the publisher in the statutory remuneration rights (e.g. ZPÜ payouts and public lending rights) for future payouts.

Pursuant to Section 27a of the Verwertungsgesellschaftengesetz (VGG) [German Act on Collective Management Organisations], publishers may only participate in the payouts for statutory remuneration rights if the author has consented to such a participation after the publication of the work or as part of the work declaration process. The statutory provision is reflected in Art. 26 para. 5 of the GEMA distribution plan. Since the publisher usually carries out the work declaration at GEMA, the author can actually not give a valid consent to the participation until after the work has been registered. GEMA is providing a process for this purpose so that the publishers can make such a notification after the work has been registered.

Please note that details transmitted using the ECP can only be taken into consideration for future payouts. A retroactive participation of the publisher in statutory remuneration rights is not possible.

In addition, certain registration deadlines must be adhered to pursuant to the provisions of the GEMA distribution plan so that the details regarding the participation in the statutory remuneration rights can be taken into account for a payout date.

A separate permission of the author for the participation of a publisher in the exploitation rights is not required pursuant to Section 27 (2) VGG.

You can find the ECP on the GEMA website in the online-services section at <https://www.gema.de/ecp>

This guide is intended to serve you as tool to operate the ECP.

If you have queries about individual chapters, please email us at mitgliederservice@gema.de.

Suggestions for additions or improvements are also very welcome.

Your GEMA

Contents

1.	New features and important tips.....	3
2.	Overview of the documents for the complete confirmation process	4
3.	Requirements for using the ECP	4
4.	ECP overview.....	5
4.1	Start page of the ECP.....	5
4.2	Main page publisher participation.....	5
5.	Start page.....	6
5.1	Contents and function.....	6
5.2	Registration.....	6
6.	Main page publisher participation	7
6.1	Search query.....	7
6.1.1	Overview of all search criteria	8
6.1.2	Create search query.....	9
6.1.3	Submit search query.....	9
6.1.4	Saved search queries.....	9
6.2	Download functions in the Original publisher and Sub-publisher tabs.....	11
6.2.1	Editing a participant number (reference number).....	11
6.2.2	List download	12
6.3	Upload functions in the Original publisher and Sub-publisher tabs.....	13
6.4	Dialogue editing in the Original publisher and Sub-publisher tabs.....	16
7.	Annex.....	19
7.1	Infographics regarding the change flag (change ID).....	19
7.2	Search query: Search criteria and entry requirements.....	20
7.3	Setup of the work lists (excerpt from the format description).....	22
7.4	Setup of the agreement lists (excerpt from the format description).....	23
7.5	File format and filenames of the additional documents for originally published repertoire.....	25
7.6	Works and agreement list in csv format.....	26
7.7	DIDAS NOK files.....	26

1. New features and important tips

Topic	Short description	Read more - see
List download Column S (creator-assignee-relationship) of the OP list	NEW: The generated list/s only contain/s authors for whom an author-publisher-relationship (a.k.a publisher-writer-relationship) is documented. i.e. <u>column S contains the value = 1.</u>	Chapter 7.3
Dialogue editing Author-publisher-relationship PWR field (box)	NEW: The generated list/s only contain/s authors for whom an author-publisher-relationship is documented. i.e. the <u>PWR box has been ticked.</u>	Chapter 6.4
List download Column S (creator-assignee-relationship) of the OP list	Value = 1: important requirement that the publisher participation ID (publisher attribute) will be applied.	Chapter 7.3
Dialogue editing Author-publisher-relationship: PWR field (box)	Tick in the PWR box: important requirement that the publisher participation ID (publisher attribute) will be applied.	Chapter 6.4
List download Column S (creator-assignee-relationship) of the OP list:	NEW: Changing the value 1 to 0 in column S causes an automatic termination of the agreement documented between the author and your publisher <u>with cut off and expiry date = day of the upload</u>	Chapter 7.3
Dialogue editing Author-publisher-relationship: PWR field (box)	NEW: Removing the tick in the PWR box causes an automatic termination of the agreement documented between the author and your publisher <u>with cut off and expiry date = day of the upload</u>	Chapter 6.4
List download Change flag: Column V of the OP list and column S of the SP list: change_flag	<u>Value = U:</u> Requirement that the changes transmitted by the publisher are processed.	Chapter 7.1
Dialogue editing: Change field	<u>Box ticked:</u> Requirement that the changes transmitted by the publisher are processed.	Chapter 6.4
Sub-published repertoire	You can establish your claim to remuneration rights when you submit the catalogue agreement notification. https://www.gema.de/en/en-gema-for-music-creators/online-services-for-gema-members/notification-of-sub-publishing-agreements/	link to our website
Search query is always your entry point	That is why the search query tab appears first on the ECP main page.	Chapter 3.2
Confirmation declaration / Consent declaration pursuant to Section 27 a VGG [German Act on Collective Management Organisations]	Upload of this document with the OP list is optional. In the event of an objection by the author, GEMA will ask the publisher.	Chapter 2, 5.5
Message to participants after processing the OP lists	All work participants receive a change notification with a complete work appendix.	Chapter 6.3

2. Overview of the documents for the complete confirmation process

A complete confirmation Electronic Confirmation Process includes:

Originally published repertoire (work list)	Sub-published repertoire (agreements list)
Work list with reference numbers (Synonym: OP list; filename starts with EBV_OV...)	Agreements list with reference number (Synonym: SP list; filename starts with EBV_SV...)
Declaration of indemnification with reference number of the work list	Declaration of indemnification with reference number of the agreements list
Confirmation declarations with authors / consent declarations pursuant to Section 27 a VGG or other documents and reference number of the work list in the filename	

The text of the confirmation declaration (consent of the author pursuant to Section 27 a VGG regarding the participation of the publisher in the payouts of statutory remuneration rights) corresponds to the requirements pursuant to Section 27 a VGG. When you submit the declaration of indemnification, you confirm that the author has assured you of joint participation in the statutory remuneration rights. It is not necessary to submit the confirmation declaration (consent of the author pursuant to Section 27 a VGG regarding the participation of the publisher in the payouts of statutory remuneration rights) as a PDF document when you upload the work list. If the author files an objection, we will ask directly you to submit it.

Templates of the declaration of indemnification and confirmation declaration (consent of the author pursuant to Section 27 a VGG regarding the participation of the publisher in the payouts of statutory remuneration rights) are deposited in the ECP.

Submitting a declaration of indemnification for each work or agreement list continues to be mandatory. You can submit the declaration of indemnification of your publisher online using the ECP. The document opens a soon as you complete the upload of a list. You complete the process when you confirm the declaration of indemnification with a mouse click.

The **reference number** is the most important identifier in order to allocate your details in the list to the submitted additional documents if you upload them at the same time. The reference number must therefore also be used in the **filename** of the **confirmation declarations** / consent declarations.

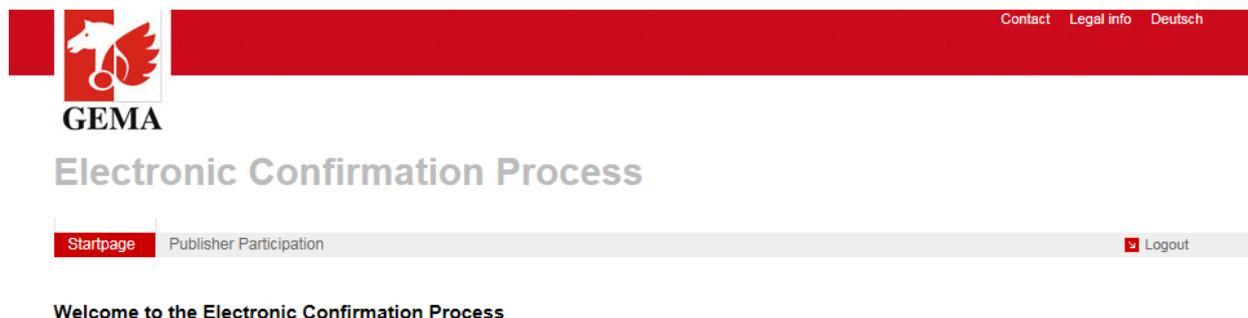
3. Requirements for using the ECP

- The user is a GEMA publisher or has a power of attorney / authorisation from a GEMA publisher.
- The publisher has its own account on the GEMA website www.gema.de.
- It also has an activated account for the online service *Repertoire search (enhanced access)*.
- If all three requirements are met, the ECP can be launched.

Note: Users who already have an account only need the activation for the online service *Repertoire search (enhanced access)*, where applicable, they need to produce the power of attorney / authorisation by the GEMA publisher.

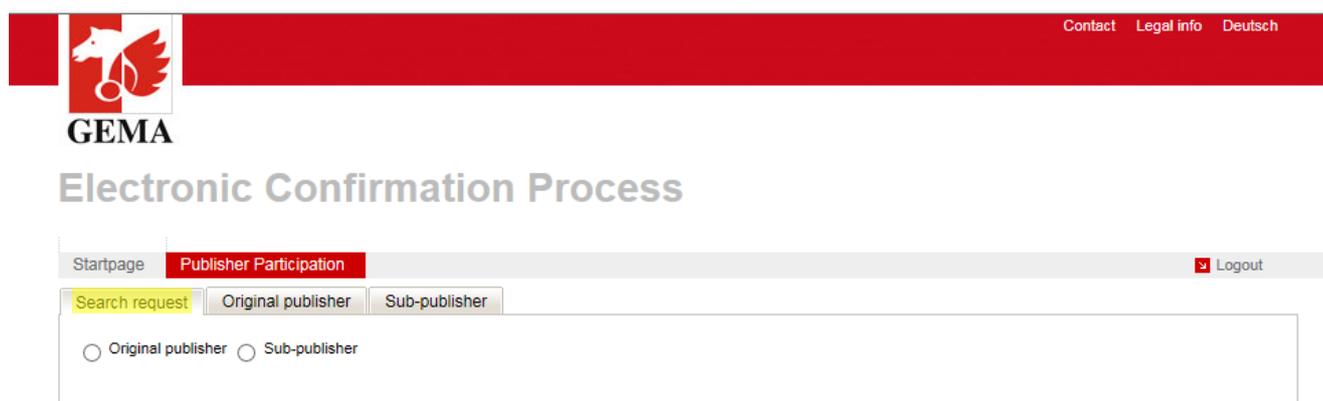
4. ECP overview

4.1 Start page of the ECP



The screenshot shows the GEMA logo in the top left corner. The top navigation bar includes 'Contact', 'Legal info', and 'Deutsch'. Below the logo, the text 'Electronic Confirmation Process' is displayed. A secondary navigation bar contains 'Startpage' (highlighted) and 'Publisher Participation'. A 'Logout' button is visible in the top right. The main heading reads 'Welcome to the Electronic Confirmation Process'.

4.2 Main page publisher participation



The screenshot shows the GEMA logo in the top left corner. The top navigation bar includes 'Contact', 'Legal info', and 'Deutsch'. Below the logo, the text 'Electronic Confirmation Process' is displayed. A secondary navigation bar contains 'Startpage' and 'Publisher Participation' (highlighted). Below this, there are three tabs: 'Search request' (highlighted), 'Original publisher', and 'Sub-publisher'. Underneath the tabs, there are two radio buttons: 'Original publisher' (selected) and 'Sub-publisher'.

The **search query tab** is your entry point to the ECP.

The **search query tab** enables you to:

- compile original and sub-publisher lists on the basis of selected criteria
- request the lists from GEMA for further processing

The **original publisher and sub-publisher tabs** contain the functions:

- download of the lists generated by using the search query for further processing in your own system
 - upload of the processed lists
 - function *dialogue editing* for editing the lists online, as an alternative to the download and upload of the lists
- Note: The function *dialogue editing* is suitable for small lists (max. 500 lines) for which the search query has not been run with sub-accounts.

5. Start page

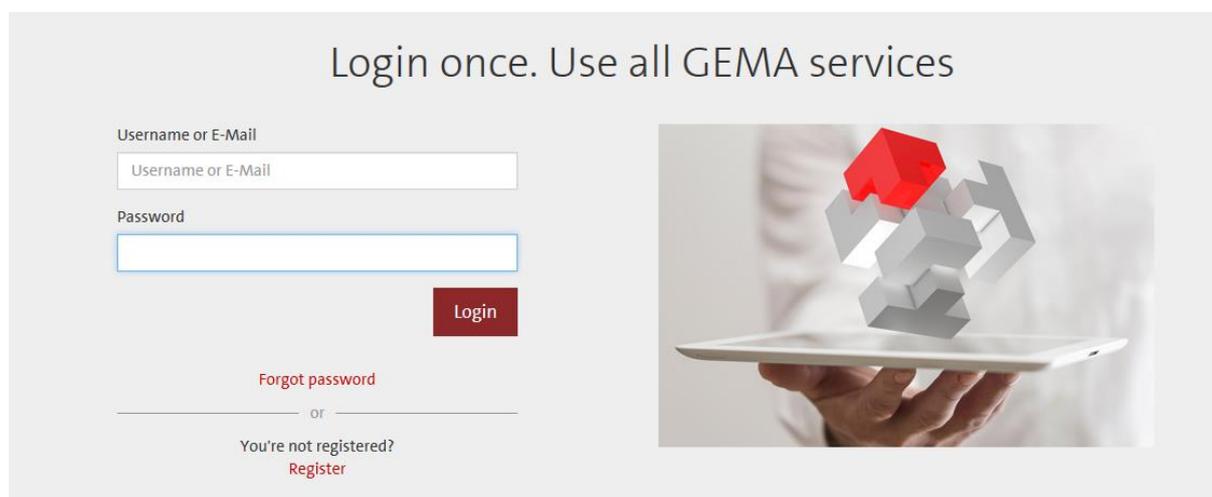
5.1 Contents and function

The start page contains tips and instructions on the online service. They are:

- links to forms and instructions for the use of online services and the ECP,
- the login buttons (*Login*) and *Login* for the authentication of the user and
- GEMA contact details for the ECP

5.2 Registration

The user can access the login page of GEMA using the *Login* button at the top right-hand corner or the *Login* button at the bottom left corner of the start page: <https://www.gema.de/en/nc/login/>

A screenshot of the GEMA login page. The page has a light gray background. At the top, the text "Login once. Use all GEMA services" is displayed in a dark gray font. Below this, there are two input fields: "Username or E-Mail" and "Password". To the right of the "Password" field is a red "Login" button. Below the input fields, there is a link for "Forgot password" and a link for "Register" under the heading "You're not registered?". To the right of the login form is a photograph of a person's hand holding a white tablet, with several 3D geometric shapes (cubes and pyramids) appearing to float above it. One of the cubes is red, while the others are gray.

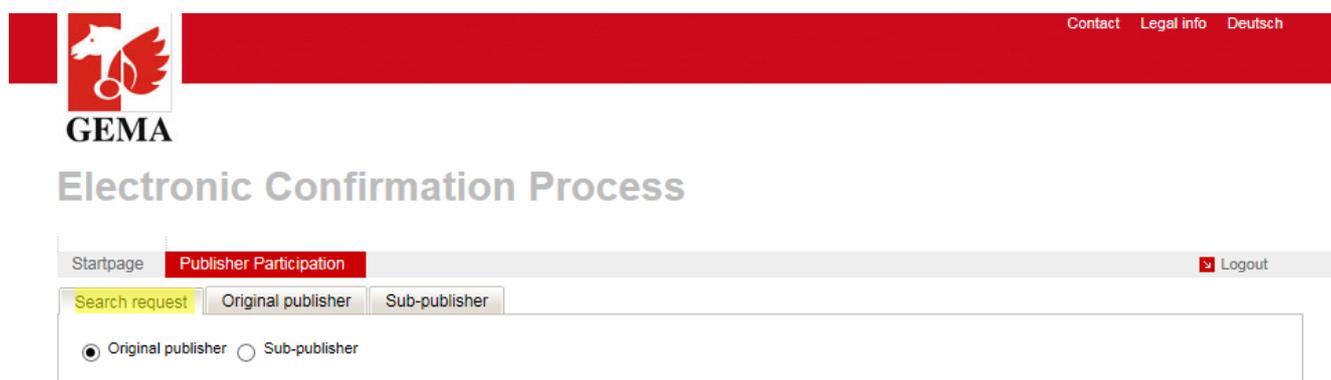
In order to login, users enter the user name or e-mail address and password, and click on login. After that, you will be redirected to the start page of the ECP. After you have logged yourself in, the buttons mentioned above change their labelling to *Logout* at the top right-hand corner and *Next* at the bottom left corner. The *Next* button directs users to the main page *publisher participation*. The application closes when you click on the *Logout* button.

6. Main page publisher participation

The main page publisher participation is subdivided into the tabs *Search query*, *Original publisher* and *Sub-publisher*.

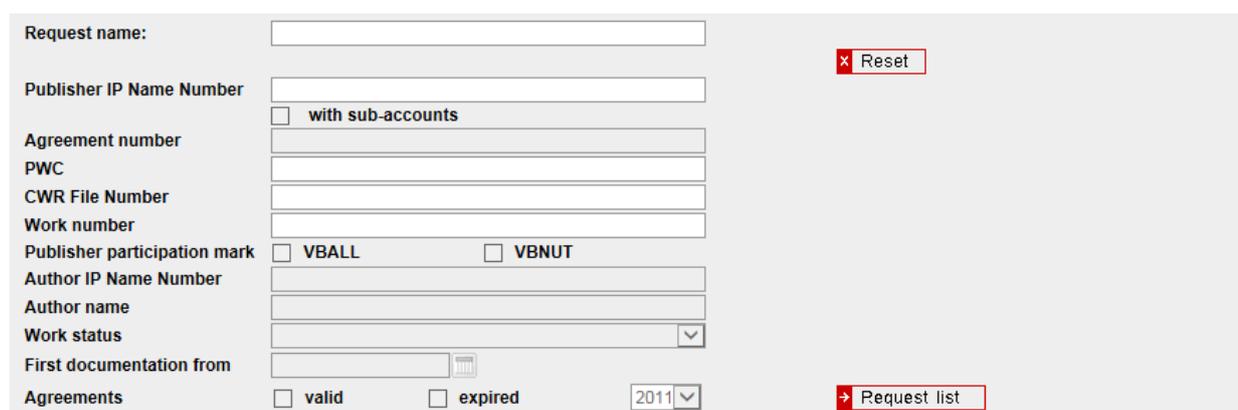
6.1 Search query

With the *Search query*, you compile works or agreements lists from your publisher repertoire with the search criteria provided and request the lists from GEMA.



For work lists, the selection *Original publisher* (see screenshot) and for agreement lists the selection *Sub-publisher* is marked. Depending on the selection, certain search criteria are activated or deactivated.

Original publisher Sub-publisher



You can empty the search mask by clicking on the *Reset* button.

You can submit a search query to GEMA using the *Request list* button.

The search query is then saved below the search mask in the table *Saved search queries*.

The list/s are not generated immediately, this may take between 12 and 24 hours. As soon as the list/s is/are available, the user of the account who requested the list will receive a **message by email**.

6.1.1 Overview of all search criteria

Name of the field search criterion	Can be used as a single search criterion	Can be combined with the search criteria...:	For work lists active	For agreement lists active
Search description (mandatory field)	No	With any	Yes	Yes
Publisher IP name number (without sub-accounts)	Yes	- publisher participation - author IP name number - author name (contains) - work registration status - first documentation from - agreements – not expired/ expired since	Yes	Yes
Publisher IP name number and with sub-accounts	Yes	- agreement number - publisher participation - author IP name number - author name (contains) - work registration status - first documentation from - agreements – not expired/ expired since	Yes	Yes
Agreement number	Yes	- publisher IP name number without and with sub-accounts	No	Yes
PWC (Publisher Work Code)*	Yes	No, cannot be combined	Yes	No
CWR file number*	Yes	- work registration status value 1 - value 2 leads to no result	Yes	No
Work number*	Yes	No, cannot be combined	Yes	Yes
Publishers' participation in pay-outs	No	- publisher IP name number without and with sub-accounts	Yes	Yes
Author IP name number		- publisher IP name number without and with sub-accounts	Yes	No
Author name (contains)		- publisher IP name number without and with sub-accounts	Yes	No
Work registration status		- publisher IP name number without and with sub-accounts - CWR file number (selection value: 1)	Yes	No
First documentation from		- publisher IP name number without and with sub-accounts	Yes	No
Agreements - not expired / expired since		- publisher IP name number without and with sub-accounts	Yes	Yes

* Search *with sub-accounts* is already included; publisher attributes and expiry date of the agreements are not evaluated.

6.1.2 Create search query

Once you selected *Original publisher* or *Sub-publisher*, each search starts with a description you select yourself in the field *Search description* (mandatory field).

Example: *List of the model publisher*

Depending on the selection, you need to add at least one of the following search criteria:

- *Publisher IP name number* without or *with sub-accounts* or
- *PWC* (Publisher Work Code) or
- *Work number* or
- *CWR file number* (possible but not recommended as a sole search criterion)

For the various search combinations, individual fields are automatically deactivated if a search excludes the combination with these individual fields. The deactivated fields are greyed out.

Chapter 7.2 of the annex describes which entry requirements are applicable for the search criteria in each case and which search functions are running in the background if you are searching with the IP name number.

6.1.3 Submit search query

Once you have entered all required search criteria, you submit the search query by clicking on the *Request list* button. The search is then saved below the search mask in the table *Saved search queries* with an ID number that has been automatically issued by the system.

As soon as the list/s is/are ready, an email will be sent to you as a user.

You can view, edit or delete your own lists only, even if another user from your publisher has the same access rights.

Note: The lists are generated per main account number. It is therefore possible that several lists can be generated as a result of your search query *with sub-accounts*. The ID and the *Search description* you created yourself are identical for all lists. The lists differ with regard to the participant number and reference number. Do you have editions with your own participant numbers, then work lists will only be generated for works with registration status 2 for these editions. Works of the editions with registration status 1 are in the main account list of the publisher who holds the edition in question.

6.1.4 Saved search queries

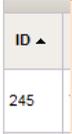
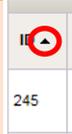
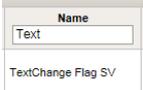
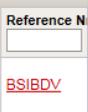
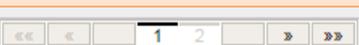
The table *Saved search queries* contains a row of functions for generating, editing and managing your lists. It contains all lists which were generated from the search query *Original publisher* and the search query *Sub-publisher*.

Row count: [10](#) [25](#) [50](#) [100](#)

Saved requests							
ID	Name	Date	Request	State	Particip. Nr	Reference N BSIBDV	Count
10709	TextChange Flag SV	18.10.2018	SV: Veri-IP=██████████;	IN_ARBEIT	██████████	BSIBDV	144

<< < 1 2 > >>

Fields, columns and functions within the table *Saved search queries* are explained in more detail below.

Table Saved search queries		
Fields / columns	Functions	
Anzahl der Datensätze: 10 25 50 100	You can select how many datasets (lines) you want to be shown in the mask <i>Saved search queries</i> here.	
 	The <i>ID</i> number is automatically issued once you have submitted your search query with <i>Request list</i> . The IDs can be sorted in an ascending or descending order, see red circle mark.	
Example for filters:  	The <i>Description</i> corresponds with the <i>search description</i> you selected yourself within the search query. If the list of the <i>Saved search queries</i> is too long, you can filter them for a specific description by using keywords. (see example).	
	The date shown is the date where you had submitted your <i>Search query</i> by clicking on <i>Request list</i> .	
 Example for filters: 	In the column <i>Search query</i> , the search criteria for a search query will be saved. This column also contains a filter function, see example. It is possible to filter the data by individual or all search criteria.	
	Status shows the processing status of a search query (NEU or LISTE_LEER) [NEW or LIST_EMPTY] resp. the lists generated from it (ERSTELLT, IN_ARBEIT, BEENDET) [GENERATED, IN_PROGRESS, COMPLETED].	
	If one or several lists were generated from the search query, the participant number of the publisher will be shown. A search query can generate a result of 1 - n lists. This depends on whether you carried out the search without or with sub-accounts.	
Example for filters  	A unique reference number is generated per list. If you click once on the reference number, the <i>Processing a participant number (reference number)</i> function opens up. A filter function is also available, see example.	
	The <i>number</i> shows the number of rows included in the list. <u>Recommendation:</u> Lists with less than 500 rows <u>and</u> search query without sub-accounts are suitable for dialogue editing.	
Copy 	Copy or delete 	The copy function: Search criteria of an already requested list will be taken over into the search form. Assign a new <i>Search description</i> . The search criteria can be changed. The delete function (see red circle mark): Lists with the STATUS LISTE_LEER, ERSTELLT and IN_ARBEIT [LIST_EMPTY, GENERATED and IN_PROGRESS] can be deleted by the user. This is not possible for the statuses NEU [NEW] and BEENDET [COMPLETED].
	Corresponding to the number of datasets (see above), you can scroll forwards and backwards.	

6.2 Download functions in the Original publisher and Sub-publisher tabs

The lists available for download are tailored to the authorisation level of the logged in user.

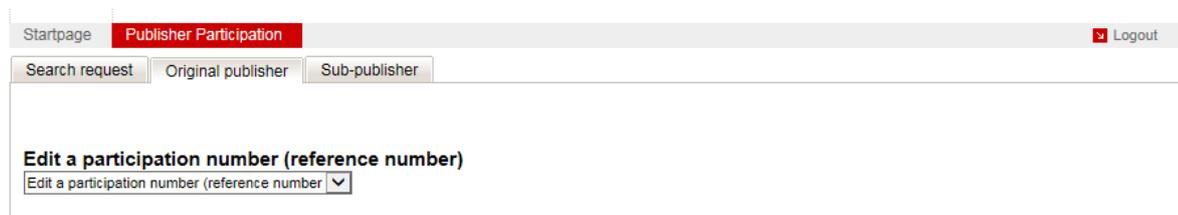
Just like with the online service *Repertoire search (enhanced access)*, the main account numbers of the publishers are determined for which a user is entitled to view enhanced data. These are all GEMA publishers which are run or administered by a GEMA publisher and for whom this business relationship has been registered with GEMA, plus editions held by the publisher and its managed and/or administered publishers.

Note: The main account number is the participant and/or membership number for which payouts are made to a GEMA member.

The setup of the screen and the download functions for lists follow the same principle when it comes to work lists/OP lists (*Original publisher* tab) and to agreement lists/SP lists (*sub-publisher* tab). The subsequent description based on work lists can also be applied to the agreement lists.

6.2.1 Editing a participant number (reference number)

Electronic Confirmation Process



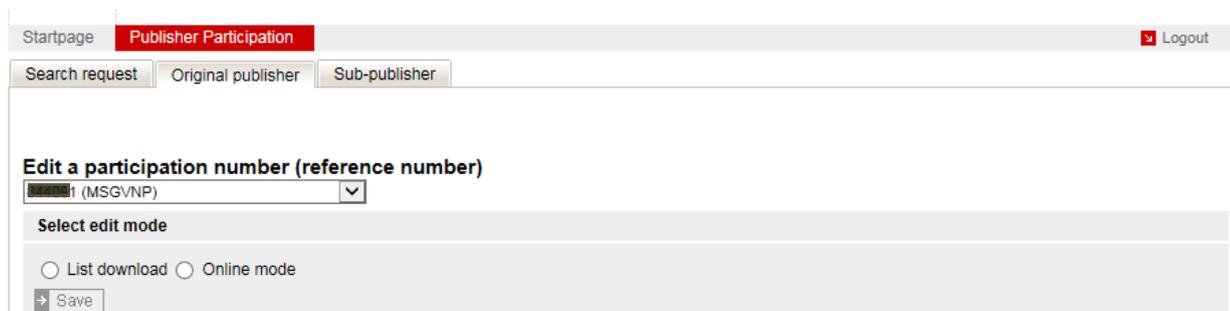
The screenshot shows a web interface with a navigation bar at the top containing 'Startpage', 'Publisher Participation', and 'Logout'. Below the navigation bar are three tabs: 'Search request', 'Original publisher', and 'Sub-publisher'. The main content area is titled 'Edit a participation number (reference number)' and contains a dropdown menu with the text 'Edit a participation number (reference number)'.

You start with the function *Editing a participant number (reference number)*. Next to each main account number, the corresponding reference number will be shown.

If you clicked on the reference number in the search query, this list is already selected.

Alternatively, you can select the list from the menu. Then you set the edit mode *List download* or *Dialogue editing (Online mode)* and click on *Save*. Once saved, you can no longer edit or change the edit mode for a list.

Electronic Confirmation Process



The screenshot shows the same web interface as above, but with more details. The dropdown menu now shows 'i (MSGVNP)'. Below the dropdown is a section titled 'Select edit mode' with two radio buttons: 'List download' and 'Online mode'. At the bottom of this section is a 'Save' button.

After that, the section **Download of work lists for publisher participation** opens.

6.2.2 List download

Note:

Please use this edit mode always for lists which were generated with the search criterion *with sub-accounts* and for all large lists (more than 500 rows) in order to manually process the lists in Excel. (See Annex chapter: 7.6)

The selected list is available in csv format for download by clicking on the *Export* button. At the same time, the section *Upload of marked lists and completed forms to GEMA*.

Download work lists for publisher participation

	filename	creation date	size
→ Export	EBV_OV_██████_94H1FT.csv	18.11.2018 21:56:25	149.5 KB

Download forms for publisher participation

[→ Declaration of indemnification](#) [→ Confirmation Declaration](#) [→ Technical format description](#)

Upload the completed work list to GEMA (edit mode: List download, only)

and optional (for example, as requested by the GEMA)

Upload the Confirmation Declarations to the work list

Add file

Uploaded files
No files uploaded

[→ Finish](#)

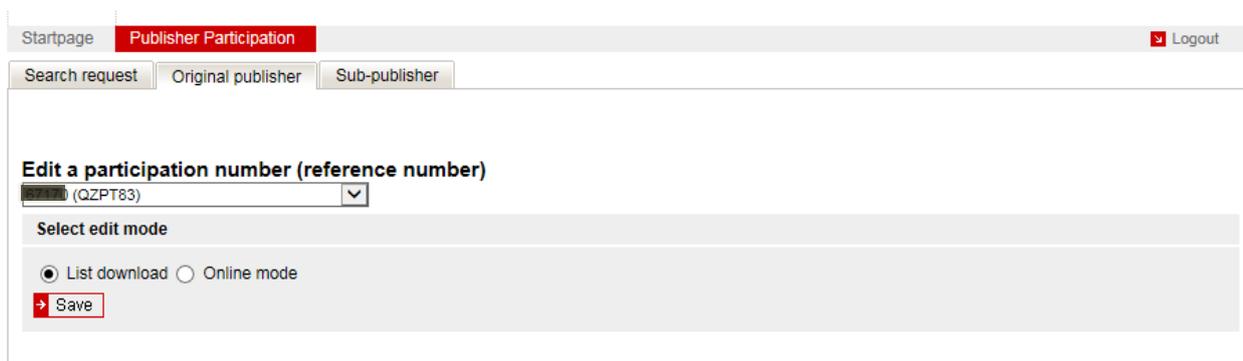
You can't edit this publisher when you finish the process.

In the section *Download forms for publisher participation*, you can download the **Declaration of indemnification**, the **Confirmation declaration** (consent of the author pursuant to Section 27 a VGG regarding the participation of the publisher in the payouts of statutory remuneration rights) and the **Technical format description** as PDF documents.

6.3 Upload functions in the Original publisher and Sub-publisher tabs

The setup of the screen and the upload functions for lists follow the same principle when it comes to work lists (original publisher tab) and to agreement lists (sub-publisher tab). The subsequent description based on work lists can also be applied to the agreement lists.

In the section *Editing a participant number (reference number)*, you select the work list which you want to upload, choose list download and click on *Save*.



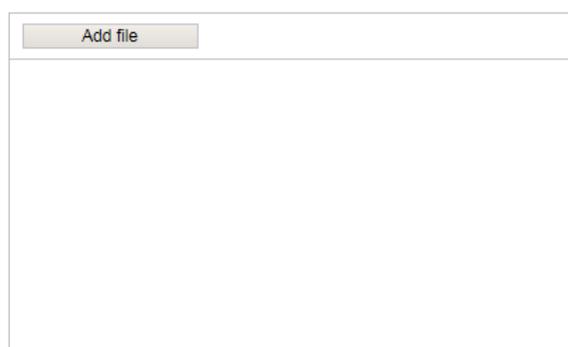
Under the section *Download forms for publisher participations*, the upload section opens:

Download forms for publisher participation

[→ Declaration of indemnification](#)
[→ Confirmation Declaration](#)
[→ Technical format description](#)

Upload the completed work list to GEMA (edit mode: List download, only)

and optional (for example, as requested by the GEMA)
Upload the Confirmation Declarations to the work list



Uploaded files
No files uploaded

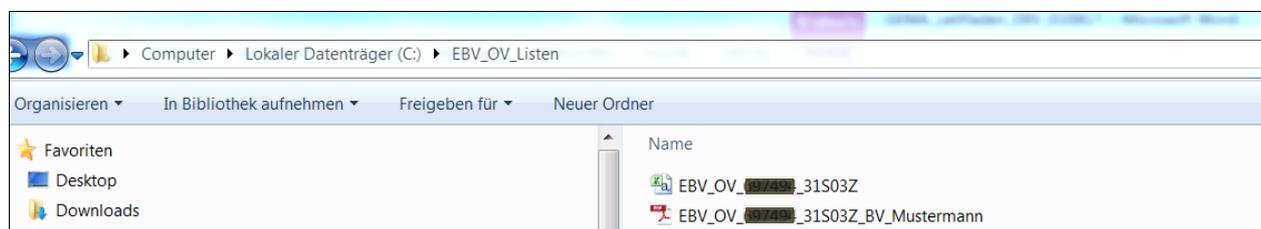
[→ Finish](#)

You can't edit this publisher when you finish the process.

By clicking on the button *Add file*, you select the marked list and, where applicable, the documents pertaining to the confirmation declarations / consent declarations step by step and upload them subsequently by clicking on the button *Start upload*.

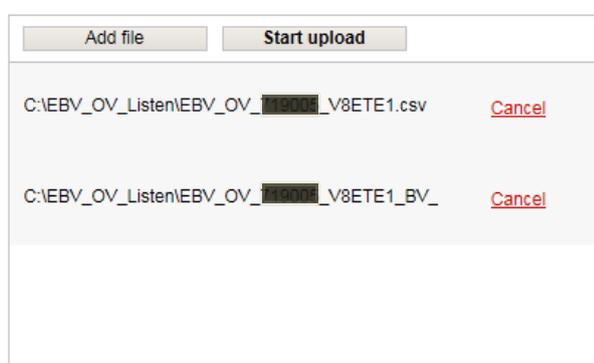
The list must be saved in **csv format** and the additional documents in **PDF format**.

By clicking on *Add file*, you link to your local computer and go to the directory where you have saved the marked list and the additional documents.

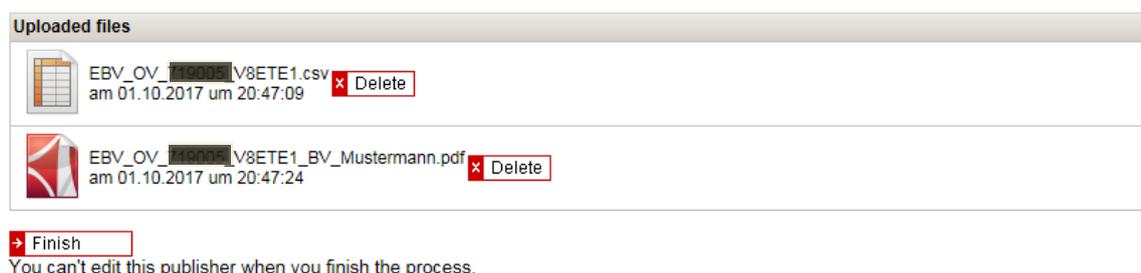


Please add all files individually and start the upload: Button *Start upload*

Upload the completed Form to the GEMA



Successfully uploaded files are shown in the window *Uploaded files* with date and time.



Once all the necessary files have been fully uploaded, complete the process by clicking *Finish*.

The declaration of indemnification to which the reference number of the list has been applied now opens in a window:

[Show english version](#) ^

Freistellungserklärung

I. Der Verleger hat an dem Online-Service **Elektronischen Bestätigungsverfahren (EBV)** teilgenommen. Nach § 27a des Verwertungsgesellschaftengesetzes (VGG) werden Verlage an den Erträgen von Verwertungsgesellschaften aus der Wahrnehmung von gesetzlichen Vergütungsansprüchen nur beteiligt, wenn der Urheber nach der Veröffentlichung des Werkes oder bei der Anmeldung des Werkes gegenüber der Verwertungsgesellschaft der Beteiligung des Verlages zustimmt. Im Rahmen des Elektronischen Bestätigungsverfahrens können die Verlage der GEMA durch das Einreichen von Listen werkbezogen bzw. für jede Katalogvereinbarung oder jeden Einzelsubverlagsvertrag mitteilen, ob die Voraussetzungen nach § 27a VGG für ihre Beteiligung an zukünftigen Ausschüttungen auf gesetzliche Vergütungsansprüche vorliegen.

Scroll to the bottom of that window to the consent box...

I agree → Yes

...tick the box to show your consent and confirm by clicking Yes.

I agree → Yes

The upload window now shows the information:

Upload the completed Form to the GEMA

You finished this participation number (reference number). No further processing is possible.

Uploaded files remain visible. Delete and complete buttons have been deactivated.

Uploaded files

 EBV_OV [redacted] BKM1W7_FE.pdf
am 18.11.2018 um 21:23:21

[Download Declaration of indemnification](#)

This publisher is already finished. Your uploaded files are under consideration.

GEMA checks the files first for technical and then for content validity. **We notify you by email, whether processing has been successful; otherwise, which errors have yet to be rectified.**

Once your entries have been documented for the works, we will dispatch a **change notification** per work (GEMA distribution plan Art. 41) if the work has registration status 1. For works with registration status 2 and for agreements, no messages will be dispatched.

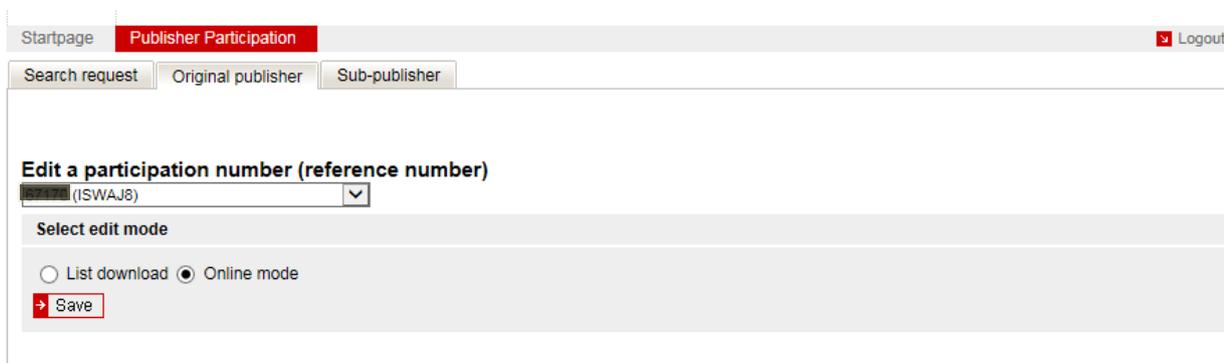
Unprocessed rows of each list will be dispatched to your email address as DIDAS-NOK-files (see chapter 7.7) once the lists have been processed.

6.4 Dialogue editing in the Original publisher and Sub-publisher tabs

In dialogue editing, the setup of the screen and the process follow the same principle for work lists (original publisher tab) and agreement lists (sub-publisher tab). You can apply the steps described in both areas.

Note: For lists searched with the search criterion with sub-accounts, dialogue editing is not suitable because the editions of the publisher are not shown separately. If the edition of a publisher and the publisher are both participants in the work, the publisher is shown twice. This can become problematic if you want to correct the author-publisher relationship because you cannot distinguish between edition and publisher.

In the section *Editing a participant number (reference number)*, you select the work list which you want to edit in the dialogue, choose Dialogue editing and click on *Save*.

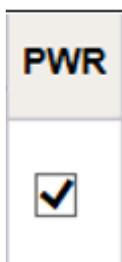


New: By clicking on *Choose author*, all authors for whom works are included in the work lists and for whom the publisher has a registered claim will be shown. i.e. a PWR, an author-publisher relationship must exist and be registered.

[→ Choose Author](#)

Work no. ▲	Title	Role Authc	Author name	Author first name	Author IP	Publisher name	PWC	Publisher IP-Name n	PWR	Publisher Participation	valid from/to	Change
Select an author please.												

The boxes in the *PWR* column are therefore pre-ticked in the list for all authors:



Please select one, several or all authors. By clicking on *Accept*, the system loads their works.

Hint: Keep Ctrl-Key pressed, to select multiple Authors

IP Name No.	Name	First name
288936400	UNKNOWN COMPOSER...	

Your selected edit mode

Online mode

→ Choose Author

Work no. ▲	Title	Role Authc	Author name	Author first name	Author IP	Publisher name	PWC	Publisher IP-Name n	PWR	Publisher Participation	valid from/to	Change
6132059-001	STAR THE NIGHT	K	DELVENAI	MARIO PANAGIOT	288128455	SANDY SONG SERVICE EDITION		288936400	<input checked="" type="checkbox"/>	VBALL	01.07.2014 - 31.12.2400	<input type="checkbox"/>
7674859-001	SERENADE	K	DJ GRANNVA		401285192	SANDY SONG SERVICE EDITION		288936400	<input checked="" type="checkbox"/>	VBALL	01.07.2014 - 31.12.2400	<input type="checkbox"/>

Apart from a presetting in the *PWR* field (box) with a tick, the field *Publisher participation* may already contain VBALL from previously processed files.

If you want to amend the presetting, please change the respective values and place a tick in the *Change* field (box). If the entry is already correct, please just leave everything as is. No tick is set in the *Change* field (box).

Note: All rows that have a tick in the *Change* field (box) are processed. If you delete the tick in the *PWR* field (box) or amend the value from VBNUIT to VBALL or from VBALL to VBNUIT in the *Publisher participation* field, a tick will be automatically placed in the *Change* field (box). Please delete the tick in the *Change* field (box) if you do not wish the change to be applied. See infographics in the annex, chapter 7.1

NEW:

Please note: If you remove the tick in the *PWR* field (box), the agreement documented between the author and your publisher will be automatically registered as terminated with a cut off as of the day of the submission of the list. After all, you are submitting a notification, just like before, that the author-publisher relationship does not (does no longer) exist. Thanks to the new derivation logic, you can now carry out the termination of an agreement by using the ECP quickly and comfortably.

In the *Publisher participation* field, you select the type of ID of your publisher participation for the author in question. The following values are available in the drop-down menu:

Publisher participation ID	
VBALL	Participation of the publisher in exploitation rights and statutory remuneration rights
VBNUIT	Participation of the publisher in exploitation rights and not in statutory remuneration rights

We recommend to save your work results every 10 minutes by clicking on the *Save* button, but at least before logging out so that you can continue with the ID process at a later time.

Provided that you have not finalised the process, you can amend the values in the *PWR*, *Publisher participation* and *Change* fields (boxes) at any time.

Your selected edit mode

Online mode

→ Choose Author

Work no. ▲	Title	Role Authc	Author name	Author first name	Author IP	Publisher name	PWC	Publisher IP-Name n	PWR	Publisher Participation	valid from/to	Change
									<input checked="" type="checkbox"/>	VBALL ▼	01.07.2014 - 31.12.2400	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	VBALL ▼	01.07.2014 - 31.12.2400	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	VBALL ▼	01.07.2014 - 31.12.2400	<input checked="" type="checkbox"/>
									<input checked="" type="checkbox"/>	VBALL ▼	01.07.2014 - 31.12.2400	<input checked="" type="checkbox"/>
									<input checked="" type="checkbox"/>	VBALL ▼	01.07.2014 - 31.12.2400	<input checked="" type="checkbox"/>

In order to submit the changed list entries to GEMA, please first save the list and then scroll to the bottom of the page to the sector: *Upload of the marked lists and completed forms to GEMA*.

Optionally, you can upload the files with the scanned additional documents.

After that, please click on *Finish* and the declaration of indemnification opens up.

A description of the individual steps regarding the upload and the submission of the declaration of indemnification is included in chapter 6.3 Upload functions in the *Original publisher* and *Sub-publisher* tabs.

Dialogue editing deviations in the Sub-publisher tab:

There are **only two fields** (boxes) for your entries: **Publisher participation and Change**.

Note:

Since the *PWR* field (box) is not available, sub-publishing agreements cannot be automatically deregistered via the ECP. Please use the options known to you for this scenario.

7. Annex

7.1 Infographics regarding the change flag (change ID)

Note: If you have not set a change flag in your uploaded list, the list will be reset to the Status IN_ARBEIT [IN_PROGRESS]. You add the change flags in the respective rows and upload the list again after you have deleted the old list from the upload folder. (See chapter 6.3)

PUBLISHER PARTICIPATION

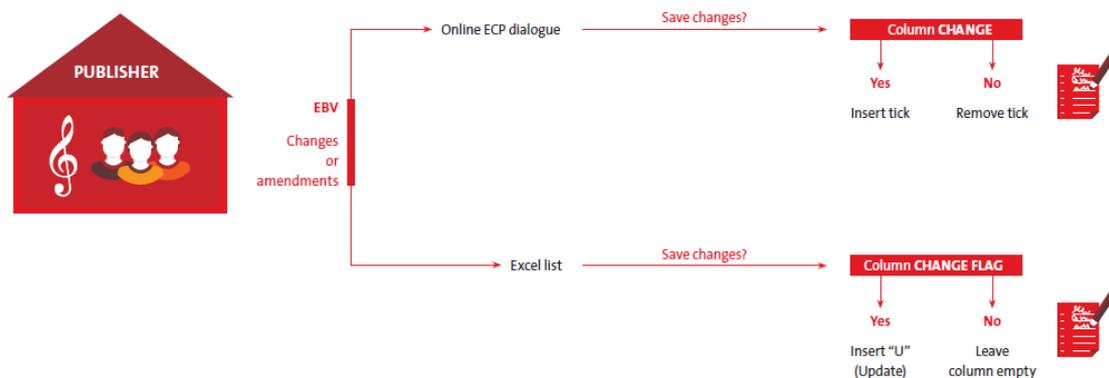
Identifiers used for the transmission of changes and amendments in the Electronic Confirmation Process (ECP) to GEMA



Processing data batches

It is particularly important to take note of the editing field "change_flag" (Excel list) and/or "amendments" (dialogue) in the ECP. The publisher may highlight in this field whether information in the lines relating to the author-publisher relationship and publisher participation shall be saved into the GEMA documentation. This helps to avoid cases where data are inadvertently overwritten in the documentation.

CHANGES AND AMENDMENTS IN THE WORKS AND AGREEMENT LISTS



7.2 Search query: Search criteria and entry requirements

Search description:

Mandatory field; the user must name

- their search query individually.
- Max. 100 digit alphanumeric value
- The search query descriptions must not be repeated.

Publisher IPI Name number:

The most important search criterion is the IPI name number. IPI stands for **I**nterested **P**arty **I**nformation. It is an internationally recognised and unique name identifier for author or publisher names. For further information, please go to:

<https://www.gema.de/en/en-gema-for-music-creators/online-services-for-gema-members/research-contributors/>

Each author and publisher will be notified of their IPI name number(s) when admitted as a GEMA member. These numbers are included in work printouts and the Repertoire search (enhanced access) under

<https://online.gema.de/werke/search.faces>.

For the search, please use:

- Exactly one numerical value with no more than 11 digits in length
- The IPI name number belongs to a participant number for which the registered user is authorised.
- On the basis of the IPI name number entered, the system automatically determines all other IPI name numbers of the publisher and includes them in the search.

Publisher IPI name number with sub-accounts:

- Based on the logged-in user resp. the Publisher IPI name number as a search criterion, all sub-accounts allocated in the publisher hierarchy to which the logged-in user is authorised will be evaluated

Overview: Search with IPI name number without and with sub-accounts

Search criterion	What happens in the background	Result	Notes
exactly one IPI name number	Based on the entered IPI name number, any additional IPI name numbers belonging to the publisher membership number are determined.	All works resp. agreements under the membership number of the publisher, including expired ones.	The data volume can be limited by adding additional search criteria.
exactly one IPI name number with sub-accounts	Based on the membership number the IPI name number belongs to, all IPI name numbers in the publisher hierarchy are determined, i.e. sub-accounts (editions) and the managed publishers and their (sub-accounts) editions are included.	All works resp. agreements under the membership number of the publisher and the works resp. agreements of all editions and all managed publishers and their editions <u>under</u> the publisher hierarchy, including expired ones. <u>Note:</u> Registration status 2 - works of editions with their own account number are output in a separate list. Registration status 1 works are included in the list of the main account.	We recommend to limit the data volume with additional search criteria.

Agreement number:

- 14-digit alphanumerical value starting with “35AGR” + nine digits filled with “0” from the left
Example: 35AGR001326989
- Note: The agreement number can be found on each agreement declaration.

PWC:

- Exactly one numerical value with 14 digits in length

CWR file no.:

- Exactly one numerical value with 9 digits in length

Work number:

- Exactly one numerical value with no more than 10 digits in length

Publisher participation:

- If you make no selection or if you activated both boxes (VBNUT and VBALL), the search is always run based on both values.
- If you wish to search for one value only, please click on it.

Author IPI name number:

- Exactly one numerical value with no more than 11 digits in length
- On the basis of the IPI name number entered, the system automatically determines all other IPI name numbers of the author and includes them in the search.
- Only such works will be determined for which the logged-in user is authorised.

Author name (contains):

- Max. 90-digit alphanumeric value
- The search is a “contains” search. If various authors are found for the entered author name, the search will be run based on all authors found.

Work registration status:

- Search for works with registration status 1 = distributable or registration status 2 = provisionally documented (not distributable yet).
- Without a selection, the search is always run based on both statuses.

First documentation from:

- Selection of a period where the work was documented in the database.
- Please enter that the first documentation date is not necessarily documented in the system in each case and that it only constitutes a reference point.

Agreements (not expired / expired since):

- If no selection is made, the search is always run based on work agreements that have expired, are currently active or valid in the future.
- If you wish to specifically search for only those work agreements that are currently active or valid in the future, please activate the box *not expired*.
- If you have already searched for expired work agreements, please activate the box *expired since*. The default presetting is the year 2011. This means that you are looking for all work agreements that have expired since 1 January 2011.

7.3 Setup of the work lists (excerpt from the format description)

Only the columns S, T and V may be edited per list row.

Col- umn	Field name	Name
A	assignee membership no	Original publisher participation no
A	assignee ip_name_no	Original publisher IP name no
C	assignee name	Original publisher name
D	main account membership no	Main account participant no
E	main account ip_name_no	Main account IP name no
F	main account name	Main account name
G	publisher work code	Publisher work code
H	society work code	Work no - Work version no
P	work status	Registration status
J	initial load date	Date of the initial registration in the database
K	valid from	Agreement valid from
L	valid until	Agreement valid until
M	work title	Work title
N	creator role	Author role
O	creator membership no	Author participation no
P	creator ip_name_no	Author IP name no
Q	creator last name	Author last name
R	creator first name	Author first name
S	creator-assignee-relationship	Author-publisher-relationship
T	participation	Publisher participation ID
U	reference no	Reference no
V	change_flag	Change flag

Agreements between authors and publishers are entered in the following columns:

S	creator-assignee-relationship	Author-publisher-relationship
T	participation	Publisher participation ID

NEW:

The list that you are downloading only contains the value 1 (=Yes, there is an author-publisher relationship) in the column **creator-assignee-relationship** (author-publisher relationship)

If you set the value to 0 (=No, there is no author-publisher relationship), the agreement documented between the author and your publisher will be automatically registered as terminated with a cut off as of the day of the submission of the list.

After all, you are submitting a notification, just like before, that the author-publisher relationship does not (does no longer) exist. Thanks to the new derivation logic, you can now carry out the termination of an agreement by using the ECP quickly and comfortably.

Author-publisher-relationship	
0	No
1	Yes

The column **publisher participation ID (= attribute)** contains the value **VBALL** or **VBNUT**.

The meaning of the publisher participation IDs:

Publisher participation ID	
VBALL	Participation of the publisher in exploitation rights and statutory remuneration rights
VBNUT	Participation of the publisher in exploitation rights and not in statutory remuneration rights

Column change flag = change ID (see graphics in chapter 7.1)

change_flag (change ID)	
U	Changed dataset (only they will be processed further)

The letter **U** must always be entered as a capital letter. The abbreviation U stands for update.

Note:

In all rows that you edit and that are subsequently submitted to GEMA, you need to enter the value **U** in the column *change_flag* in the respective row. The value **U** (*change_flag*) shows GEMA that the dataset must be processed.

If you leave the column *change_flag* empty you indicate that the preset values in the columns S and T are current when it comes to processing the lists. They are therefore not taken into account for processing. (see also annex 7.1)

7.4 Setup of the agreement lists (excerpt from the format description)

Only the columns P and O may be edited per list row.

Col- umn	Field name	Name
A	assignee membership no	Sub-publisher participation no
A	assignee ip_name_no	Sub-publisher IP name no
C	assignee name	Sub-publisher name
D	main account membership no	Main account particip no
E	main account ip_name_no	Main account IP name no
F	main account name	Main account name
G	assignor role	Assignor Role
H	assignor membership no	Assignor Participation No.
P	assignor ip_name_no	Sub-publisher IP name no
J	assignor name	Assignor name
K	agreement no	Agreement number
L	agreement type	Agreement type
M	valid from	Agreement valid from
N	valid until	Agreement valid until
O	society work code	GEMA work number
P	participation	Publisher participation ID
Q	participation ip membership number	GEMA Sub-publisher participation no
R	reference no	Reference no
O	change_flag	Change flag

In the column L *Agreement type (agreement type)*, either the value *Single song agreement* (individual sub-publishing agreement) or *Catalogue agreement* can be selected.

For the individual sub-publishing agreement, the corresponding GEMA work number (society work code) will be output in column O. In the case of catalogue agreements, the GEMA work number column O remains empty and no distinction is made whether the agreements are general agreements or optional agreements.

Note: The agreement list only ever contains the directly concluded agreements between GEMA sub-publisher and assigning publisher. All affiliations which end in this final agreement are not output at the same time. They automatically obtain the same ID/attribute via the chain.

Please enter the publisher participation ID into column P:

participation	Publisher participation ID
---------------	----------------------------

Column change flag = change ID (see graphics in chapter 7.1)

change_flag (change ID)
U Changed dataset (only they will be processed further)

The letter **U** must always be entered as a capital letter. The abbreviation U stands for update.

Note:

In all rows that you edit and that are subsequently submitted to GEMA, you need to

Enter the value **U** in the column *change_flag* in the respective row. The value **U** (change_flag) shows GEMA that the dataset must be processed.

If you leave the column *change_flag* empty you indicate that the preset values in the columns S and T are current when it comes to processing the lists. They are therefore not taken into account for processing. (see also annex 7.1)

7.5 File format and filenames of the additional documents for originally published repertoire

The creator (author) can give his or her approval pursuant to Section 27 a VGG regarding the participation of the publisher in the payouts of statutory remuneration rights.

You do not have to upload any confirmation declarations / consent declarations when uploading your work lists. In the case of an objection by the author, you can submit these later.

File format for additional documents: **PDF format**, also as a zip file

File name for additional documents: derived from the works list, participant number (main account number) and reference number are used.

Example:

Filename of the work list

EBV_OV_nnnn_IYBGRD.csv

Filename of the confirmation declaration / consent declaration

EBV_OV_nnnn_IYBGRD_BV_Creator.pdf

The first four components of the name are identical with the work list. Additionally, the components marked red, **_BV_** and a free text field with the name of the creator. The **free text field** must not contain any **umlauts or other special characters**. The suffix of the file (marked orange) is automatically generated when you save the file in a PDF format.

Note: If there is more than one confirmation declaration / consent declaration in a work list, they can also be combined into one PDF document. It is important that you adhere to the following convention for filenames:

EBV_OV_<mainaccountnumber>_<referencenumber>_BV_<freetext>.pdf

Please also include an index of contents or any other sorting aid within the name allocation for this combined document when saving it. This saves us a lot of time for the further processing of the list at GEMA.

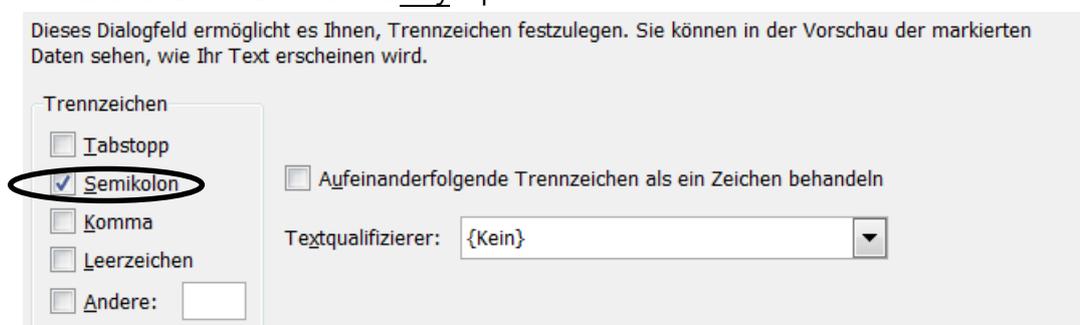
If you have entered into a confirmation declaration / consent declaration with the author which is valid for more than one main account, we need this document together with the upload of each additional work list. The filename of the confirmation declaration / consent declaration will then be issued with the reference number of the additional work list. This may occur whenever a publisher has simultaneously entered into a confirmation declaration / consent declaration with the author for its co-publisher. This document then features both the publisher and the co-publisher.

7.6 Works and agreement list in csv format

The csv format (csv = comma separated values) can be opened in or converted into Excel, Numbers or any other spreadsheet software for editing purposes. After the list has been processed, it is crucial that the file is saved in the csv format again and only then be uploaded. The filename must not be changed during this step.

The filename has a fixed structure which consists of:
 EBV_OV_Mainaccountnumber_referencenumber.csv
 Example: EBV_OV_nnnn_WY6PIN.csv or
 EBV_SV_Mainaccountnumber_Referencenumber.csv
 Example: EBV_SV_nnnn_YE2012.csv

If your programme shows all data in one column, mark this column, go to *text in columns* in your text converter assistant and select *semicolon* as the only separator:



Pictured: Example of a text converter assistant - determining a semicolon separator

When you reconvert the file into csv format, please select the file type CSV when you save the file (separator delimited).

7.7 DIDAS NOK files

Processing of the lists is done within the GEMA database which is updated daily. It is possible that individual rows are no longer shown after the upload and the ingestion into the database. Example: Works with registration status 2 which have been documented as distributable in the meantime or an agreement in a distributable work has been deleted due to a quality assurance measure and replaced by a correct one.

DIDAS NOK files are sent in a zip file to the email address of the user account of the user who uploaded the list.

Structure of the lists

File name:
 EBV_OV_Mainaccountnumber_Referencenumber_nicht_verarbeitet.csv
 or
 EBV_SV_Mainaccountnumber_Referencenumber_nicht_verarbeitet.csv

The string „nicht_verarbeitet“ means unprocessed.

Examples:
 EBV_OV_nnnn_WY6PIN_nicht_verarbeitet.csv or
 EBV_SV_nnnn_YE2012_nicht_verarbeitet.csv

Content of the file:

Col- umn	Field name	Description or possible value from the ECP list
A	Reason	<i>PSWF data not found</i> - PSWF = pseudo work version, the work work version code (see column D) is no longer available <i>VRB not found</i> VRB = agreement which documented the work with the agreement number (see column G) is no longer available
B	OV_BETEILIG_NR	Main account number of the publisher, identical with the main account number of the list
C	REFERENZ_NR	Reference number of the list
D	SOCIETY_WORK_CODE	Work work version code
E	URH_ROLLBETE_ID	Role of the creator, e.g. K = composer, T = lyricist, A = arranger of a composition that is no longer protected by copyright (public domain work)
F	URH_BETEILIG_NR	Participant number of the author, can be empty if no participant number was submitted or could be established as part of the work declaration process
G	AGREEMENT_NR	Agreement number
H	GLTG_AB_DT	Valid from the date of the agreement
I	GLTG_BIS_DT	Valid until the date of the agreement
J	URHEBER_VERLAG_BEZIEHUNG	Value 1 (can be changed to 0)
K	VERLEGERBETEILIGUNG_KNZ	Value VBALL or VBNUT

Please therefore check the DIDAS NOK feedback files and submit, where applicable, a new ECP list.

(Version as at: April 2022)

www.gema.de