

Description of the Online Services ‘Electronic Confirmation Process’ (ECP)

Dear publishers,

Compared to the previous versions of the ECP, this one will be easier to manage. Changes are marked in each individual chapter with the word “NEW”. News and important tips can be found in Chapter 1.

The ECP now exclusively serves for the purpose of submitting details to GEMA with regards to whether the author has agreed to the participation of the publisher in the statutory remuneration claims (e.g. ZPÜ pay-outs and public lending rights royalties) for future payments.

Pursuant to Art. 27a Act on Collective Management Organisations (VGG / CMO Act), publishers may only participate in pay-outs for statutory remuneration claims if the author has agreed to such participation upon publication of the work or upon work declaration. The legal provision was implemented into Art. 26 clause 3 of the GEMA distribution plan. Since it is usually the publisher that carries out the work declaration, the author can effectively only authorise the participation in a binding manner once the work registration has taken place. GEMA has thus been forced to implement a process which enables publishers to submit a notification after the work declaration.

Please note that the transmission of data via the ECP will only be taken into consideration for future pay-outs. It is not possible that publishers are considered for a retroactive participation in the statutory remuneration claims. Furthermore, pursuant to Art. 26 para. 3 GEMA distribution plan, the provision in Art. 41 para. 3 GEMA distribution plan applies: this means that all deadlines listed in Art. 41 para. 3 GEMA distribution plan must be adhered to so that the information on the participation in the statutory remuneration claims can be considered for a payment date.

For the participation of the publisher in the exploitation rights, no separate approval of the author has to be given pursuant to Art. 27 para. 2 CMO Act. It is thus not necessary to provide further details on this and can no longer be submitted via the ECP.

You can find the ECP on the GEMA website in the online-services section at <https://www.gema.de/ebv>
These guidance notes are intended to help you whenever you use the ECP.

For questions on the individual chapters, please e-mail us at mitgliederservice@gema.de.
We also gratefully receive proposals for amendments and improvements.

Your GEMA

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1. ECP 3.0: Important information and news

Subject	Brief description	More - see
Creator-Publisher relationship (column S of the OV list: creator-assignee-relationship)	Value = 1: important prerequisite so that the publisher participation ID (publisher attribute) is accepted	Chapter 7.3
Publisher-participation attributes (Column T of the OV list and column P of the SV list: participation)	NEW: VBNUT is the initial value for works and agreements with immediate effect. The ECP is only necessary when the value VBNUT is supposed to be changed into VBALL. (Two-tiered notification procedure).	Introduction to the ECP guidelines, p. 1
Change attributes (Column V of the OV list and column S of the SV list: change_flag)	Value=U: Prerequisite so that the publisher-participation attribute (publisher attribute) is saved into the GEMA database.	Chapter 7.1
Sub-published repertoire	Information that the statutory remuneration claims may be paid out to the GEMA sub-publisher can already be provided during the declaration of the catalogue agreement. https://www.gema.de/musikurheber/online-services-fuer-gema-mitglieder/anmeldung-von-subverlagsvertraegen/	adjacent link to the website
Entry point is always the search request (query)	NEW: The menu item Search request is therefore now the first tab on the ECP main page.	Chapter 3.2
search request with publisher IPI name number:	NEW: Standardisation of OV and SV search request, i.e. search with just one publisher IPI name number	Chapter 5.1.1
Deletion of all old lists	NEW: Works and agreements lists made available by GEMA prior to the start of the ECP (2/2017) and the lists created by yourself prior to mid-July 2018 are no longer in your account.	Chapter 3.2
Download section of all work lists is deleted	NEW: The section served the purpose of providing GEMA lists as zip files at the launch of the ECP 2/2017.	Chapter 6.2.1
Publisher attributes reduced to VBALL and VBNUT	NEW: Attributes VBNOK and VBUNB were exclusively necessary for the reversal.	Chapter 5.1.1
Selection “© All ○ .xml ○ .csv“ is deleted	NEW: The csv format is enabled for list downloads.	Chapter 6.2
Confirmation declaration / agreement declaration pursuant to Art. 27 para. a CMO Act	NEW: In the case of authors lodging an objection, GEMA shall contact the publisher. This is why the upload of this document with the OV list is optional.	Chapter 2.5.5
Notification to parties involved in the work once the OV lists have been processed.	NEW: Instead of the registration confirmations specifically mailed out for the reversal, all parties involved in the work shall now receive the familiar “Amendment to work” s with a complete works annex pursuant to Art. 41 GEMA distribution plan.	Chapter 6.3
Collective registration confirmation (csv file) deleted	NEW: The collective registration confirmation was only made available for the reversal phase.	Chapter 6.3

2. Overview on the documentation for the complete confirmation process

The complete Electronic Confirmation Process includes:

For originally published repertoire (works list)	For sub-published repertoire (agreement list)
Works lists with reference number (Synonym: OV list; file name starts with EBV_OV...)	Agreements list with reference number (Synonym: SV list; file name starts with EBV_SV...)
Confirmation declarations with authors / consent declarations pursuant to Art. 27a CMO Act or other documents and reference number of the work lists in the file name	Declaration of indemnification with reference number of the agreements list
Declaration of indemnification with reference number of the work list	

NEW:

We aligned the text of the confirmation declaration (consent of the author pursuant to Art.27a CMO Act on the participation of the publisher in the pay-outs on statutory remuneration claims) with the new conditions pursuant to Art.27a CMO Act. By submitting the declaration of indemnification, you confirm that the author has assured you of the joint participation in the statutory remuneration claims. It is not necessary to submit the confirmation declaration (consent of the author pursuant to Art.27a CMO Act on the participation of the publisher in pay-outs on statutory remuneration claims) as a pdf document when you upload the works list. If the author lodges an objection, we will directly contact you and ask you to submit it.

Templates of the declaration of indemnification and the confirmation declaration (consent of the authors pursuant to Art.27a CMO Act on the participation of the publisher in pay-outs on statutory remuneration claims) are documented in the ECP.

Providing a declaration of indemnification for each work or agreement list continues to be obligatory. Please submit the declaration of indemnification of your publisher online in the ECP. The document will open as soon as you complete the upload of a list. With your confirmation of the declaration of indemnification via mouse click you complete the process.

The **reference number** is the most important identifier for allocating your details in the list to the submitted additional documents, if you upload them as well. The reference number therefore also has to be used in the **file name** of the **confirmation agreements** / consent declarations.

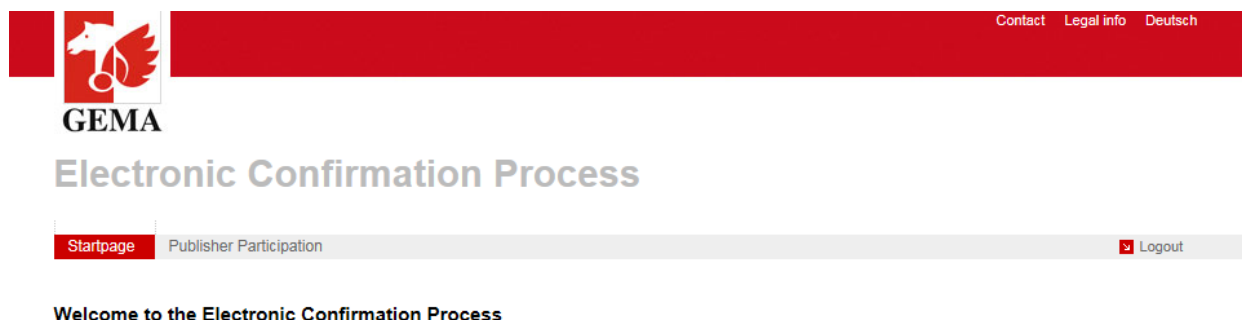
3. Requirements for using the ECP

- The user is a GEMA publisher or has received a mandate/power of attorney from a GEMA publisher accordingly.
- 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 with a pre-existing account only require activation for the online service “Repertoire Search (enhanced access)”, where applicable, subject to presenting the power of attorney by the GEMA publisher.

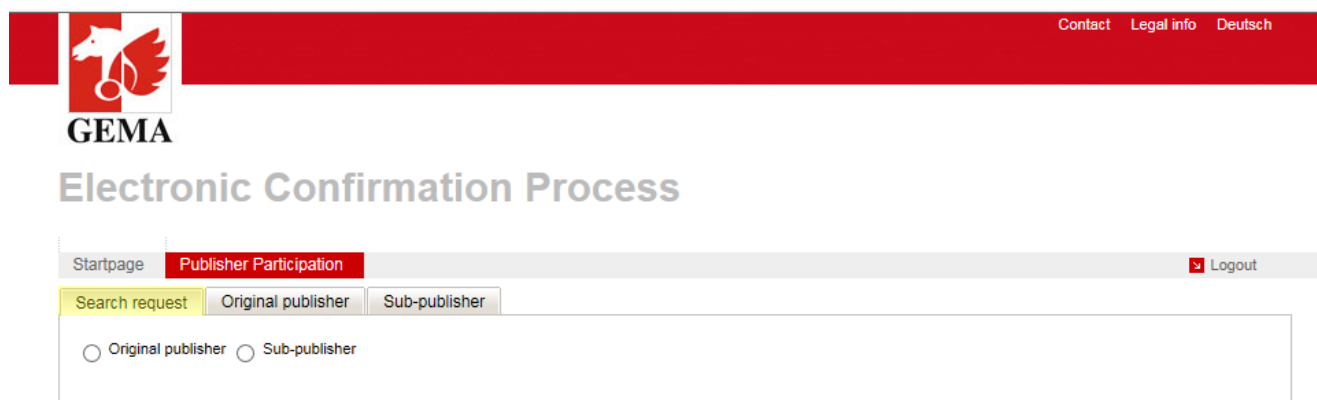
4. ECP overview

4.1 Startpage of the ECP



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

4.2 Main page Publisher Participation



The screenshot shows the GEMA logo and the same top navigation bar as the previous page. The main heading is 'Electronic Confirmation Process'. The secondary navigation bar has 'Startpage' and 'Publisher Participation' (highlighted in red). Below this, there are three tabs: 'Search request' (highlighted in yellow), 'Original publisher', and 'Sub-publisher'. Underneath the tabs, there are two radio buttons: 'Original publisher' and 'Sub-publisher'.

NEW:

The tab **Search request** now comes first - it is your entry point for the ECP.

The Search request tab enables you to:

- create original and sub-publishing lists based on selected criteria
- request the lists from GEMA for further processing

NEW:

All lists made available by GEMA since February 2017 as well as your old self-created lists from the previous version were deleted in your ECP account since the attributes VBUNB and VBNOK are no longer used.

The tab Original publisher and Sub-publisher contain the functions:

- Download of the lists created via search request for further processing in your own system
 - Upload of the processed lists
 - Function dialogue processing for online editing of the lists as an alternative to downloading and uploading them
- Note: The dialogue editing is suitable for small lists (max. 500 lines) for which the search request has not taken place with sub-accounts.

5. Start page

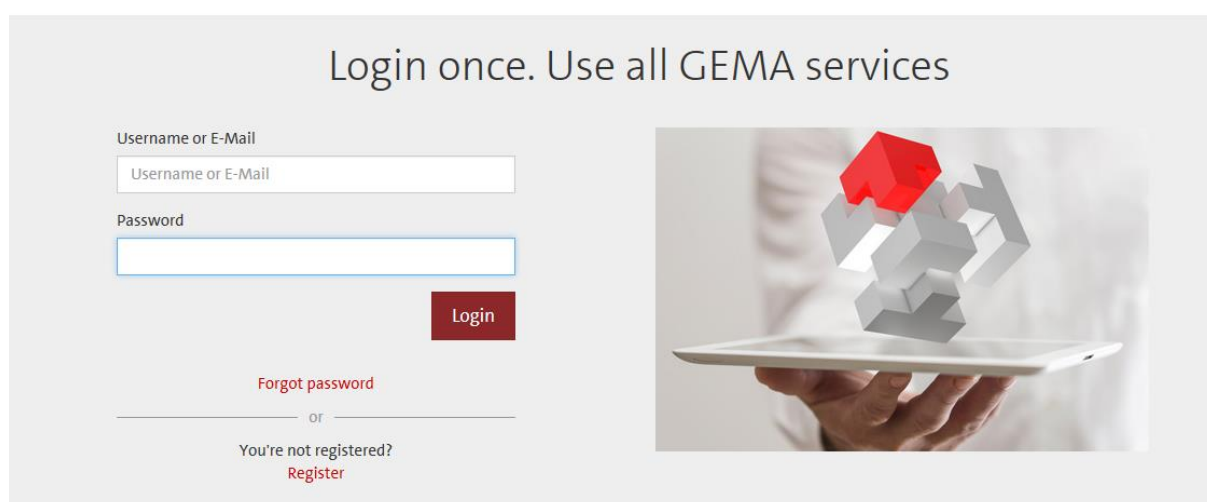
5.1 Contents and function

The **Startpage** contains references and instructions on the online service. These are:

- Links to forms and instructions for the use of the ECP,
- The sign-on buttons (login) and the “logout” for the authentication of the user and
- contact data of GEMA for the ECP

5.2 Registration

You can access the login page of GEMA via the “login” button at the top right hand corner or “register” at the bottom left corner of the start page: <https://www.gema.de/registration>

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". The "Username or E-Mail" field contains the placeholder text "Username or E-Mail". To the right of the input fields is a dark red "Login" button. Below the "Login" button, there is a link "Forgot password" in red. Below that, the word "or" is centered. At the bottom, there is a link "You're not registered? Register" in red. To the right of the login form is a photograph of a person's hand holding a white tablet. On the tablet, there is a 3D graphic of several interlocking cubes, one of which is red.

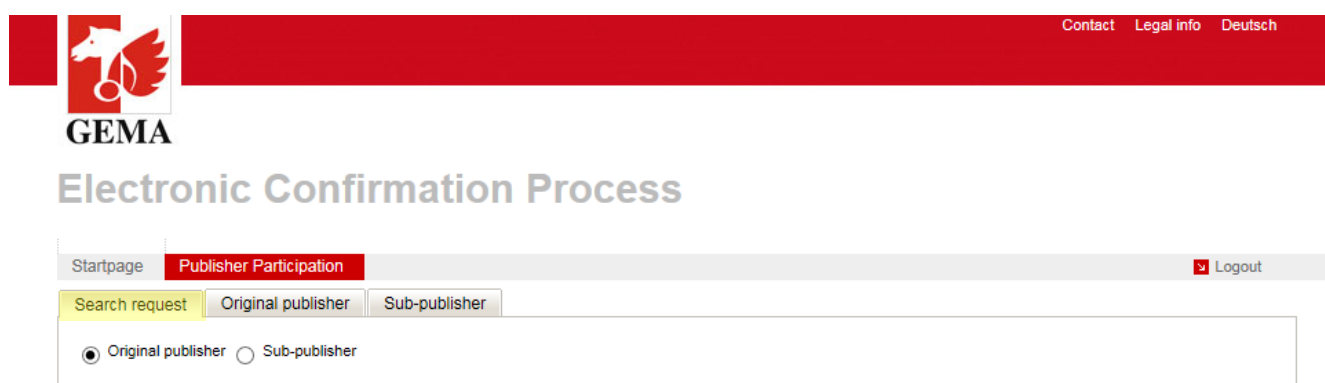
In order to login, users enter the user name or e-mail address and password, and click on login. After that, you will be redirected to the start page of the ECP. Once you have logged on, the above mentioned buttons change their labelling in “logout” at the top right hand corner and “next” at the bottom left corner. The “next” button directs users to the main page Publisher participation. The application shuts down when clicking the “logout” button.

6. Main page Publisher participation

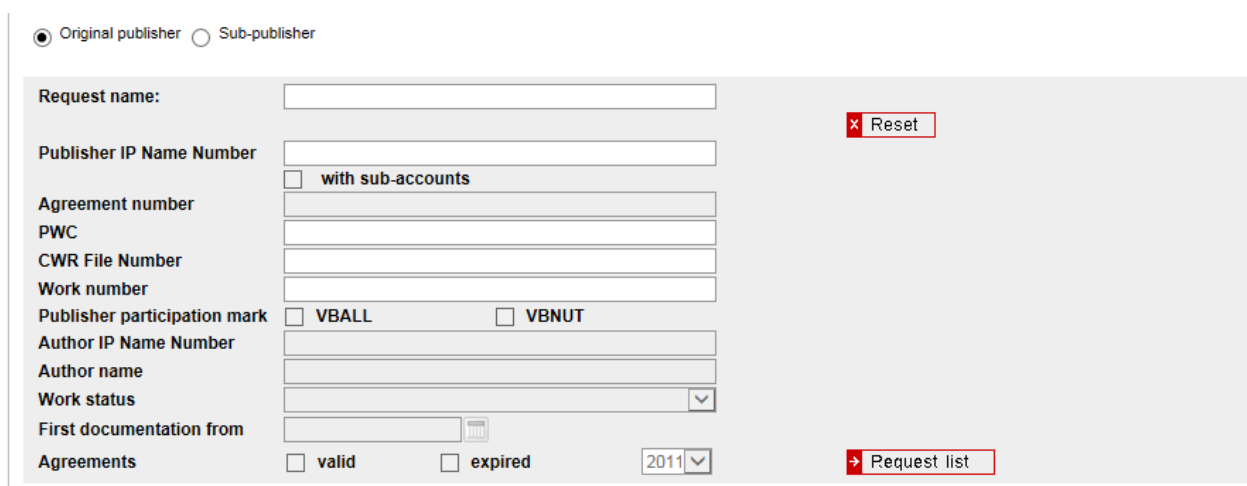
The main page Publisher participation is subdivided in the tabs **Search request**, **Original publisher** and **Sub-publisher**.

6.1 Search request

By using the **Search request**, you collate works or agreement lists from your published repertoire based on predefined search criteria and request these lists from GEMA.



For work lists, the selection **Original publisher** (see screenshot) and for the agreement lists, the selection **Sub-publisher** needs to be highlighted. Depending on the selection, specific search criteria will be activated resp. deactivated.



You empty the search mask with the **Reset** button.

You send the search request to GEMA with the button **Request list**.

The search request is then saved below the search mask in the table "**Saved requests**".

The list(s) is/are not created immediately but may take 12 - 24 h. As soon as the list(s) is/are ready, the user of the account who has requested the list will be sent an **e-mail notification**.

6.1.1 Overview of all search criteria

Name of the field resp. search criteria	Usable as a single search criterion	Combinable with the search criteria :	For work lists active	For agreement lists active
Request name (mandatory field)	No	With everyone	Yes	Yes
Publisher IPI Name Number:	Yes	- Publisher participation - Author IPI name number - Author name (contains) - Work registration status - Initial documentation took place - Agreements - not lapsed/lapsed since	Yes	Yes
Publisher IPI Name Number with sub-accounts	Yes	- Agreement number - Publisher participation - Author IPI name number - Author name (contains) - Work registration status - Initial documentation took place - Agreements - not lapsed/lapsed since	Yes	Yes
Agreement number	Yes	- Publisher IPI name number without and with sub-accounts	No	Yes
PWC (publisher work code)*	Yes	No, not combinable	Yes	No
CWR File Number*	Yes	- Work registration status value 1 - Value 2 leads to no result	Yes	No
Work number*	Yes	No, not combinable	Yes	Yes
Publisher participation ID	No	- Publisher IPI name number without and with sub-accounts	Yes	Yes
Author IPI Name Number		- Publisher IPI name number without and with sub-accounts	Yes	No
Author name (contains)		- Publisher IPI name number without and with sub-accounts	Yes	No
Work status		- Publisher IPI name number without and with sub-accounts - CWR file number (selection value: 1)	Yes	No
First documentation from:		- Publisher IPI name number without and with sub-accounts	Yes	No
Agreements - valid - expired		- Publisher IPI name number without and with sub-accounts	Yes	Yes

* Already contains search with sub-accounts; Publisher participation IDs and termination date of the agreements are not evaluated.

6.1.2 Create search request

Once you have selected “Original publisher” or “Sub-publisher”, each search request starts with a user-selected description in the field “Request name”.

Example: *List of the sample publisher*

Depending on your selection, at least one of the following search criteria must be added:

- “Publisher IPI name number” without and “with sub-accounts” or
- “PWC” (publisher work code) or
- “Work number” or
- “CWR file number” (possible as a single criterion but not recommended)

For various search combinations, individual fields will be deactivated if a search excludes the combination with these individual fields. The deactivated fields are highlighted in grey.

You can find a description in the Annex, Chapter 7.2 of which individual entry conditions apply for the search criteria and which search functions run in the background if you run a search with the IPI name number.

6.1.3 Launch search request

If all required search criteria are filled, you launch the search request via the button “Request list”.

It is then going to be saved in the search mask in the table “Saved requests” with an ID that has automatically been allocated by the system.

As soon as the list(s) is/are ready, you, the user, will receive an e-mail message.

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

Note: The lists are generated per main account number. As a consequence, the result of your search request “with sub-accounts” may produce several lists. The ID and the “Request name” (search description) you chose yourself are identical for all lists. The lists differ in the participant number and the reference number. If you have editions with their own participant numbers, work lists will only be generated for works with registration status 2 of these editions. Works of editions with registration status 1 are in the main account list of the publisher who has this edition.

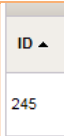

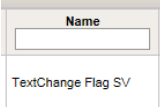
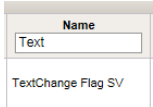

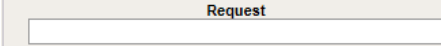
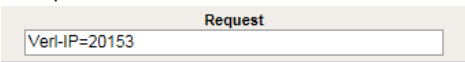


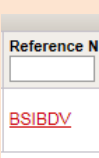
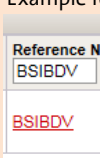
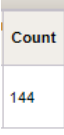


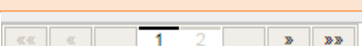
6.1.4 Saved requests (search requests)

The table “Saved requests” contains a selection of functions for the creation, editing and administration of 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	Count
10709	TextChange Flag SV	18.10.2018	SV: Ver-IP=201539701;	IN_ARBEIT	106667	BSIBDV	144

Sections, columns and functions of the table “Saved requests” are described in more detail in the following.

Table “saved search requests”	
Sections/Columns	Functions
Anzahl der Datensätze: 10 25 50 100	You can select how many data records (lines) are shown in the mask “Saved request” here.
 	The “ID” is an automatically allocated number which is generated as soon as a search request with “request list” has been launched. The IDs can be shown in ascending and descending order, see red marking.
Example for filters:  	The “description” corresponds with the user-selected “Research name” from the search request. If the list of the “Saved requests” is too long, you can set a filter by way of keywords for a specific description, see example.
	The indicated date is also the date when you launched the search request by way of “Request list”.
 <p>SV: Veri-IP=201539701;</p> Example for filters:  <p>SV: Veri-IP=201539701;</p>	The search criteria of a query are stored in the column “Request”. This column also contains a filter function, see example. It can be filtered by individual or all search criteria.
	“State” aka status indicates the processing status of a search request (NEU/NEW or LISTE_LEER/LIST_EMPTY) resp. the subsequently created list status (ERSTELLT/GENERATED, IN_ARBEIT/IN_PROCESS, BEENDET/COMPLETED).
	If one or several lists were generated from the search request, the participant number of the publisher will be shown. A search request can generate a result of 1 - n lists. This depends on whether or not your search includes sub-accounts.
Example for filters:  	A unique reference number will be generated per list. With a click on the reference number, the function “edit a participant number (reference number)” opens up. A filter option is also available, see example.
	The “count” shows the number of rows which the list thus created contains. Recommendation: Lists with less than 500 rows <u>and</u> requests without sub-accounts are suitable for editing via the dialogue.
Copy  Copy or Delete 	Copy function: Search criteria of an already requested list will be imported into the search mask. The “Research name” has to be allocated anew. Search criteria can be changed. Delete function (see marked section): Lists with the status LISTE_LEER/LIST_EMPTY, ERSTELLT/GENERATED and IN_ARBEIT/IN_PROCESS can be deleted by the user. This is not possible for the status NEU/NEW and BEENDET/COMPLETED.
	Corresponding with the number of data records (see above), you can scroll forwards and backwards.

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

The lists available for download are tailor-made for the authorisations 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. This includes all GEMA publishers who are managed resp. administered and where such a business relationship is documented at GEMA as well as editions that the publisher and its managed or administered publishers hold.

Note: The main account number is the participant and/or membership number to which pay-outs to a GEMA member are allocated.

The structure of the mask and the list download functions for work lists/OV lists (tab **Original publisher**) and for agreement lists (tab **Sub-publisher**) follow the same principle. The description which follows relating to the work lists may also be applied to agreement lists.

6.2.1 Edit a participation number (reference number)

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

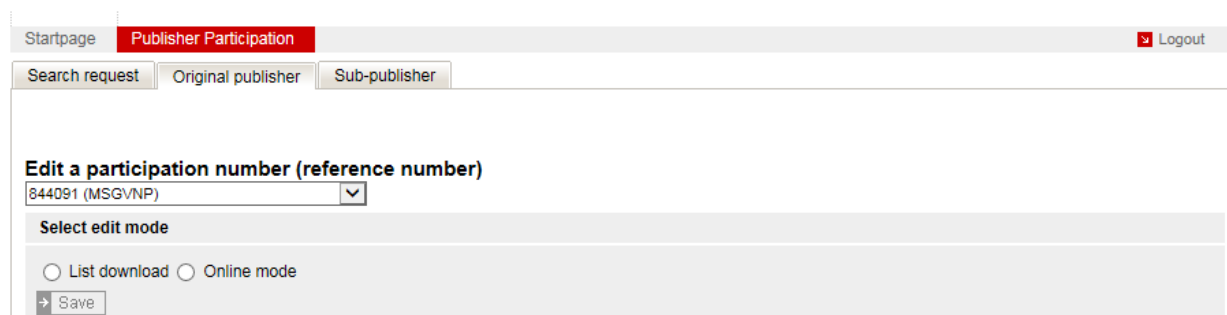
Note: For a better overview, the function “download all work lists” (one-click download) was removed. It contained the lists that GEMA had made available 02/2017 but whose format and contents have in the meantime become outdated.

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

If you have clicked on the reference number in the search request, this list will be pre-selected.

Alternatively, select the list in the menu. After that, you determine the **List download** or **Online mode** and **Save**. Once saved, the edit mode cannot be amended for a list.

Electronic Confirmation Process



The screenshot shows the same web interface as above, but with more details. The dropdown menu now shows '844091 (MSGVNP)' with a downward arrow. 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 with a right-pointing arrow.

Subsequently, the section **Download of work lists for publisher participation** opens up.

6.2.2 Download lists

Note:

Please always use this edit mode for lists which were generated with the search criterion “with sub-accounts”, and for all big lists (number of lines more than 500) for manual processing in Excel, see Annex Chapter: 7.6.

The selected list is available for download in csv format by way of the **Export** button. At the same time, the section **Upload the completed work list to GEMA (edit mode: List download, only)** will open.

Download work lists for publisher participation

	filename	creation date	size
→ Export	EBV_OV_13591_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](#)

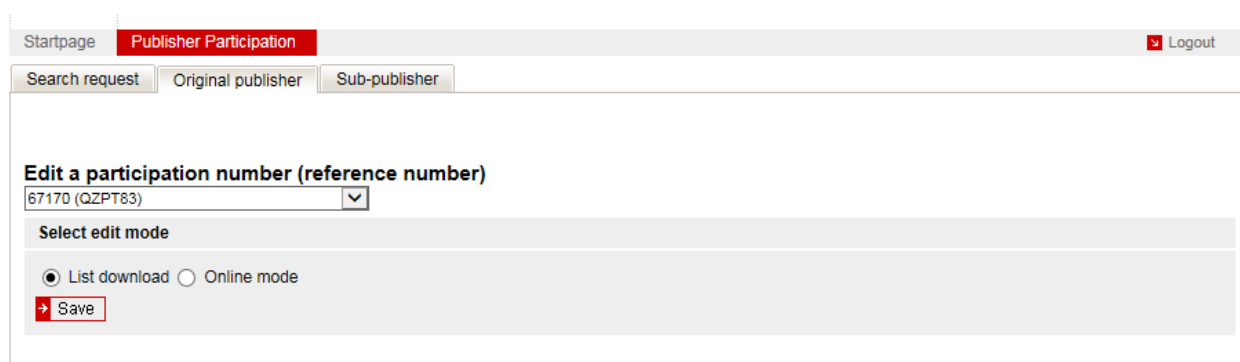
You can't edit this publisher when you finish the process.

The **Declaration of indemnification**, **Confirmation Declaration** (consent of the author pursuant to Art.27a CMO Act on the participation of the publisher in the pay-outs on statutory remuneration claims) as well as a **Technical format description** are available in the section document download as PDFs.

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

The structure of the mask and the list upload functions for work lists (tab Original publisher) and agreement lists (tab Sub-publisher) follow the same principle. The description which follows relating to the work lists may also be applied to agreement lists.

Within the section **Edit a participant number (reference number)**, you select the work list which you wish to upload, choose list download and then click on Save.



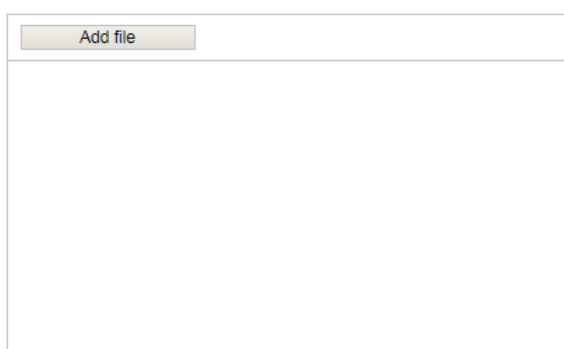
Below the **documents download** section, the upload section will open up:

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

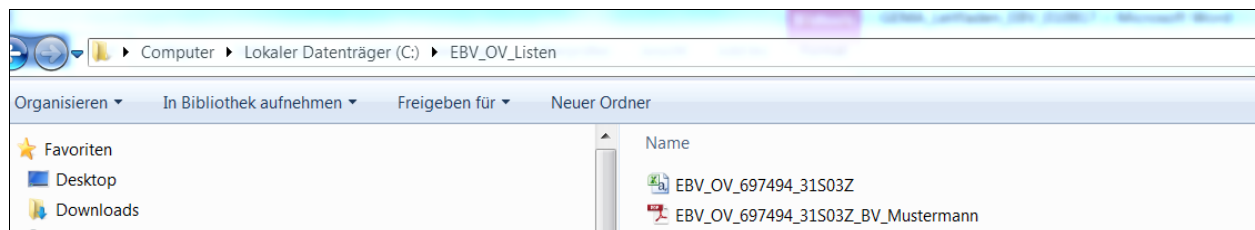
[→ Finish](#)

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

Via the button **Add file** you can select the highlighted list and, where applicable, the documents relating to confirmation declarations/ consent declarations, step-by-step, and then upload them via the button **Start upload**.

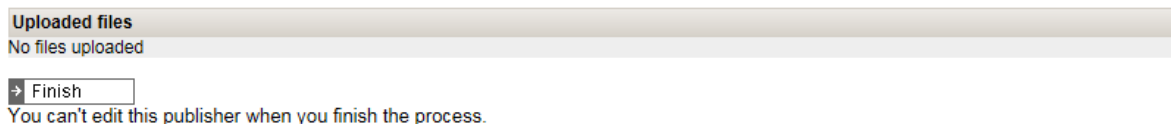
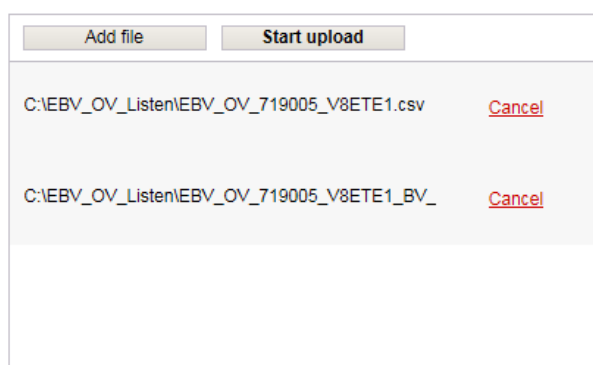
The list must be saved in **csv format** and additional documents must be saved in **pdf format**.

By choosing **Add file**, you can create a link to your local computer and go into the directory where you had stored the highlighted list as well as any additional documents.

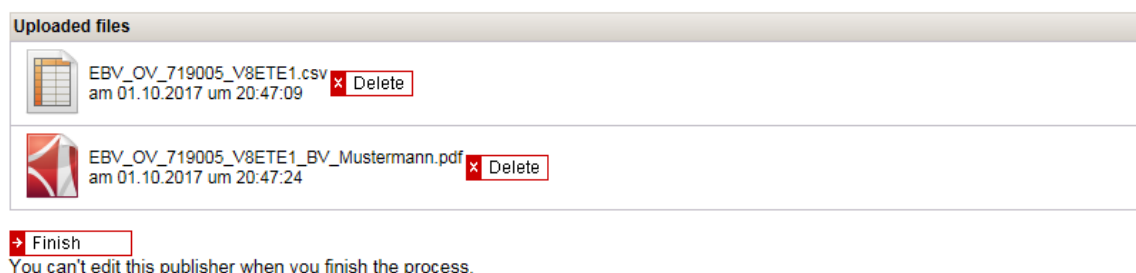


Please add all files individually and start the upload. Button **Start upload**

Upload the completed Form to the GEMA



The successfully uploaded files will be shown in the window **Uploaded files** with date and time.



Once you have completed the upload of all necessary files, you finish the process by selecting **Finish**.

The window with the declaration of indemnification will open up, including the reference number from the list which it has adopted.

The declaration of indemnification must be confirmed in German. You can access the English translation by clicking on the menu item in blue, "Show english version".

[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.

Please scroll in this window right down to the “I agree” menu item.....

I agree → Yes No

.... tick the box “I agree” to agree and confirm with Yes.

I agree → Yes No


In the upload window, the following information appears:

Upload the completed Form to the GEMA

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

The uploaded files continue to be visible. Delete and complete functions are deactivated.

Uploaded files

 EBV_OV_67170_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 initially checks the files for technical and subsequently for content-related validity. **We will inform you via e-mail whether the processing was successful, and, where applicable, which errors yet have to be remedied.**

Once your entries were documented for the works, we shall dispatch a **change notification “Amendment to work”** per work (GEMA Distribution Plan Art. 41), if the work has registration status 1. No notifications will be sent out for works with registration status 2 and for agreements. The collective registration confirmations which have been generated additionally for the reversal will be dropped.

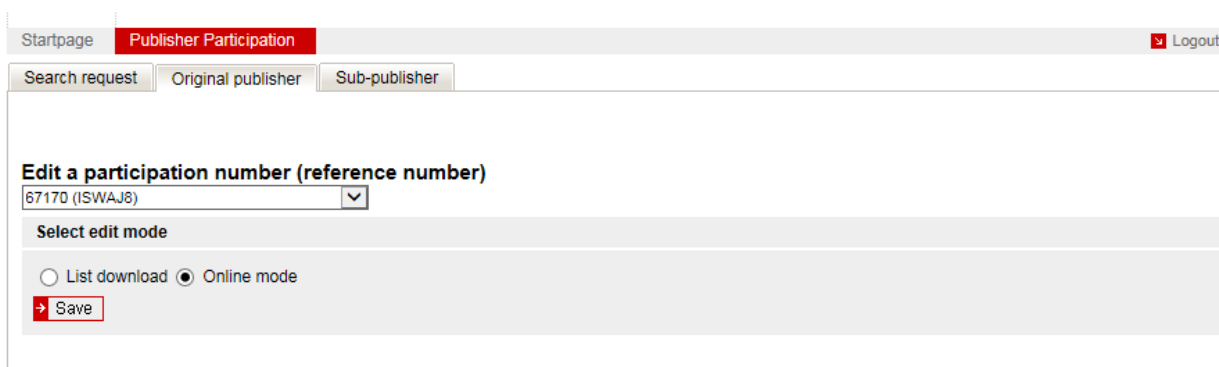
Once the lists have been processed, any lines in each list that have not been processed will be e-mailed to your address as DIDAS-NOK-files (see Chapter 7.7).

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

In the dialogue edit menu, the structure of the mask and the process of the work lists (tab Original publisher) and for agreement lists (tab Sub-publisher) follow the same principle. You can apply the described steps in both sections.

Note: The dialogue edit option is not suitable for lists which were searched for with the criterion “with sub-accounts”. The tables in the dialogue edit mode only contain the publisher which is the main account holder. Publisher editions are not shown separately. If the edition of a publisher and the publisher are both parties involved in the work as original publisher, another line will be issued with the publisher instead of the edition.

Within the section **Edit a participant number (reference number)**, you select the work list which you wish to edit via the dialogue, choose Online mode and then click on Save.



Via **Choose author**, all authors are shown for whom works are contained in the works list.

[→ 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.												

Please highlight one, several or all authors. The system loads their works if you click on **Accept**.

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

IP Name No.	Name	First name
28128455	DELVENAKIOTIS	MARIO PANAKIOTIS
43265192	DJ BRAINWASHER	
43845134	ELMLUND	SVEN
28412846	GROSSMANN	KARSTEN
26866954	HAERTEL (DE 1)	THOMAS
278667062	KLEMENS	MARK
10136497	KRIEGER	RONNY
552251670	MARCUS	ALEXANDER
288580509	MOHANADAS	DEVA
26765854	RENNEFELD	FELIX
29527853	SCHRAMM	DANIEL
287511448	SENZE	DJ
298528066	SUN	DANIEL

→ Accept ✖ Close

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

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

→ Accept ✖ Close

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	STAY THE NIGHT	K	DELVENA	MIRILU PANAGIOT	285126455	SANDY SONG SERVICE EDITION		284352653	<input checked="" type="checkbox"/>	VBALL	01.07.2014 - 31.12.2400	<input type="checkbox"/>
7674499-001	SERENADE	K	DJ BRAINWAL		431265192	SANDY SONG SERVICE EDITION		284352653	<input checked="" type="checkbox"/>	VBALL	01.07.2014 - 31.12.2400	<input type="checkbox"/>

It is possible that there are already pre-filled values from the processed files.

If you wish to correct them, you change the relevant values and add a tick in the respective field/column **Change**. Should the entry already be as you wish it to be, just keep everything as it is. No tick is set in the field **Change**.

Note: All lines will be processed which have a tick in the **Change** field. If you enter a value into the fields PWR and/or Publisher Participation, a tick will automatically be entered in the Change field. Please delete the Change tick if you do not want the change to be adopted.

We also refer to the info graphics in the Annex, Chapter 7.1.

In the case of lines which have no entries yet but for which you do have the relevant documentation, please proceed as follows:

By clicking on the field PWR, you indicate the authors you represent. The tick means Yes. The field publisher participation is activated. In the drop down menu, the values of the publisher participation attributes are now available for selection:

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

We recommend that you save the results of your work every 10 minutes via the **Save** button, but at least before you log out in order to be able to continue with your identification work at a later point in time.

As long as you have not completely finished the process, you can amend the values in the columns PWR, Publisher Participation and Change 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 save the list initially, and then scroll to the very bottom of the page: **Upload the completed work list to GEMA**

As an option, you can upload the files with scans of supplementary documentation.

Finally, please click on **Finish** and the declaration of indemnification will open up.

In chapter **6.3 Upload functions in the tabs Original publisher and Sub-publisher**, you can find descriptions of individual steps for how to upload and to submit the declaration of indemnification.

Deviations in editing the dialogue within the Sub-publisher tab:

In the list, there are **only two fields** for your entries: **Publisher participation and Change.**

7. Annex

7.1 Info graphics for the change flag (change attribute)

PUBLISHER PARTICIPATION

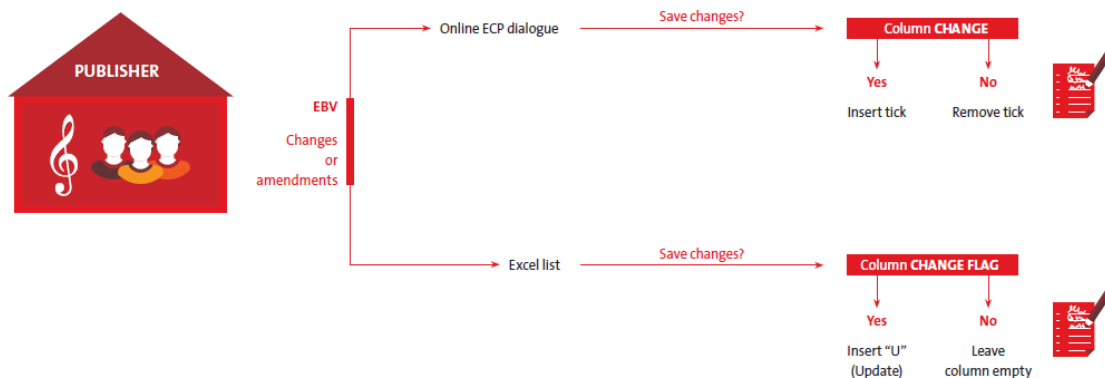
Identifiers used for the transmission of changes and amendments in the Electronic Confirmation Process (ECP) to GEMA



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



Note: If you have not set a change flag in your uploaded list, your list will be reset to status IN_ARBEIT/IN_PROCESS. Add the change flags in the relevant lines and upload the list again once you have deleted the old list from the upload folder, see Chapter 6.3.

7.2 Search request (query): Search criteria and entry requirements

Request name:

Mandatory field; the user must name their

- Search request individually.
- Alphanumerical value with a max. length of 100 digits
- The query (search request) descriptions must not repeat themselves.

Publisher IPI Name Number:

The most important search criterion is the IPI name number. IPI stands for Interested Party Information. It is the internationally valid, unique name number for an author's or a publisher's name. More information can be accessed here:

<https://www.gema.de/en/musikurheber/online-services-for-gema-members/recherche-beteiligte/>

Each author and publisher shall receive their IPI name number(s) at the time of their admission to GEMA. They are included in work printouts and in the Repertoire search (enhanced access) under

<https://online.gema.de/werke/search.faces> regarding your own works.

NEW:

Per search query, just one publisher IPI name number can be used. A search with a maximum of four publisher IPI name numbers has been deactivated.

- Exactly one numerical value with a max. length of 11 digits
- The IPI name number belongs to a participant number the logged-in user is entitled to
- Based on the entered IPI name number, the system determines automatically any further 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 within the publisher hierarchy will also be evaluated regarding those which the logged-in user is entitled to.

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, all further IPI name numbers are determined which belong to the membership number (code) of the publisher.	All works resp. agreements under the membership number of the publisher, including expired ones.	The scope of the data volume can be limited by adding more search criteria.
exactly one IPI name number with sub-accounts	Based on the membership number to which the IPI name number belongs, all IPI name numbers of the publisher hierarchy will be determined, i.e. the sub-accounts (editions) and the administered publishers and their (sub-accounts) editions will be included.	All works resp. agreements under the membership number of the publisher as well as all works resp. agreements of the editions and all administered 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 issued in a separate list. Registration status 1 works are in the list of the main account.	We recommend that users restrict the data volume by selecting additional search criteria.

Agreement number

- Alphanumerical value with a length of 14 digits, starting with 35AGR + nine digits filled left with “0”. Example: 35AGR001326989
- Note: The agreement number can be found on each agreement declaration.

PWC:

- exactly one alphanumerical value with 14 digits

CWR File Number:

- Exactly one alphanumerical value with 9 digits

Work number:

- Exactly one numerical value with a max. length of 10 digits

Publisher participation ID:**NEW:**

Only the check boxes VBALL and VBUT are available. The attributes VBOK and VBUNB are no longer needed. They were necessary for the execution of the reversals.

- If no selection is made or if both boxes (VBUT and VBALL) are ticked, the search will always be based on both values.
- If you wish to specifically query one value, you need to click on it.

Author IPI Name Number:

- Exactly one numerical value with a max. length of 11 digits
- Based on the entered IPI name number, the system determines automatically any further IPI name numbers of the authors and includes them in the search.
- Only such works will be determined to which the logged-in user is entitled to.

Author Name (contains):

- A max. alphanumerical value with a length of 90 digits
- The search is a “contains” search. If several authors are found for the entered author name, the search will be based on all found authors.

Work status:

- Search for works with registration status 1 = distributable, or registration status 2 = provisional documentation available (not yet distributable).
- If no selection is made, the search will be carried out with both statuses.

First documentation from:

- Selection of a period during which the work was documented in the database.
- Please note that the date of the first documentation must not necessarily be documented in the system and shall only be deemed as an indication.

Agreements (valid/expired):

- If no selection is made, the search will always be carried out on the basis of work agreements that have already expired but also currently valid or will become valid in future.
- If you wish to specifically search for those work agreements that are valid at the moment or in future, you need to activate the check box “valid”.
- If you wish to specifically search for already expired work agreements, you need to activate the check box “expired”. The pre-filled standard default is the year 2011. This means that your search relates to all work agreements which have expired since 01/01/2011.

7.3 Structure of the work lists (excerpt of the format description)

Only columns S, T and V may be edited per line in the list

Column	Field name	Name
A	assignee membership no	Original publisher participation no
B	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
I	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 attributes

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

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

The column author-publisher-relationship may contain the value 0 (=No, no contractual relationship between the author and the publisher) or the value 1 (=Yes, publisher has a contractual relationship with the author).

Author-publisher-relationship	
0	No
1	Yes

The pre-fill for both columns is the result of already processed information from the ECP, or from a work declaration.

Should the column author-publisher relationship be pre-filled with **value 1 (=Yes)**, then the column publisher participation ID (=identifier) will contain VBALL or VBNUT. Should the value 0 (=No) be entered, it will be pre-filled with the value VBNUT.

The meaning of the publisher-participation-ID

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

Column change_flag = Change attributes (see graphics in Chapter 7.1)

change_flag (change attributes)	
U	change data record (only these will be processed further)

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

Note:

For all lines that you edit and which are finally submitted to GEMA you must indicate value **U** in the respective line in **column (change_flag)**. The value **U** (change_flag) shows GEMA that the data record must be taken into account for processing purposes. Should you leave the **column change_flag** empty, you indicate that the pre-filled values in the columns S and T are current in terms of the processing of the lists. These will not be taken into account when being processed, see also Annex 7.1.

7.4 Structure of the agreement lists (excerpt of the format description)

Only columns P and S may be edited per line in the list

Column	Field name	Name
A	assignee membership no	Sub-publisher participation no
B	assignee ip_name_no	Sub-publisher IP name no
C	assignee name	Sub-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	assignor role	Assignor Role
H	assignor membership no	Assignor Participation No.
I	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
S	change_flag	Change attributes

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

Individual sub-publishing agreements will be shown together with the relevant GEMA work number (society work code) in column O. In the case of catalogue agreements, column O, GEMA work number, remains empty and there will be no distinction whether the agreements are general agreements or optional agreements.

Note: The agreement list only ever contains directly concluded agreements between the GEMA sub-publisher and the assigning publisher. All affiliations which end in this final agreement will not be shown. They will automatically be issued with the same attribute via the linking process.

Please enter the publisher-participation-ID into column P:

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

Column change_flag = Change attributes (see graphics in Chapter 7.1)

change_flag (change attributes)
U change data record (only these will be processed further)

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

Note:

For all lines that you edit and which are finally submitted to GEMA you must indicate value **U** in the respective line in **column change_flag**. The value **U** (change_flag) shows GEMA that the data record must be taken into account for processing purposes.

Should you leave the **column change_flag** empty, you indicate that the pre-filled values in the columns S and T are current in terms of the processing of the lists. These will not be taken into account when being processed, see also Annex 7.1.

7.5 File format and file name of the supplementary documents for originally published repertoire

In contrast to the confirmation declaration between the author and the publisher for the period of the reversal (GEMA pay-outs between 01/07/2012 and 24/12/2016), the author can now grant his/her consent pursuant to Art. 27a CMO Act on the participation of the publisher in the pay-outs on statutory remuneration claims).

You do not need to upload any confirmation declarations / consent declarations when submitting your work lists. In cases where the author objects, we shall request the respective documents from you.

File format for supplementary documents: **PDF format**, also zip files

File name for supplementary documents: derived from the work list, the participant number (main account number) and the reference number of the list will be ingested.

Example:

File name of the work list

EBV_OV_5240_IYBGRD.csv

File name of the confirmation declaration / consent declaration

EBV_OV_5240_IYBGRD_BV_Author.pdf

The first four components of the name are identical with the work list. The components marked in red **_BV_** and a free text field with the name of the author will be added. The **free text field** may **not contain any umlauts or special characters**. The suffix of the file (marked in orange) is automatically generated when saving the file in PDF format.

Note: If several confirmation declarations / consent declarations belong to a work list, they may be merged into one pdf document. It is important that the following standards are observed for the file name:

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

Please save **an index** or another kind of sorting tool within the name allocation for this collective document. This saves us at GEMA a lot of time when it comes to further processing the list.

Whenever a confirmation declaration / consent declaration has been concluded with an author which covers more than one main account, the relevant document will have to be re-submitted when uploading each additional work list. The file name of the confirmation declaration / consent declaration will then reflect the reference number of the additional work list. This may be the case if a publisher concludes a confirmation declaration / consent declaration with the author for his co-publisher at the same time. Said document mentions both the publisher as well as the co-publisher.

7.6 Work and agreement lists in csv format

For offline editing purposes, the csv format (csv = comma separated values) can be opened in or converted into Excel, Numbers or another spreadsheet program. Once you have edited the list, it is imperative that you upload the list saved in a csv format again. The file name may not be changed.

The file name has a fixed structure, consisting of:

EBV_OV_Mainaccountnumber_referencenumber.csv

Example: EBV_OV_5240_WY6PIN.csv or

EBV_SV_Mainaccountnumber_Referencenumber.csv

Example: EBV_SV_5240_YE2012.csv

Should your program show all data in one column, please highlight this column, select the function “text in columns” in your program, follow the text conversion assistant and select the “semicolon” as the only delimiter.

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier:

Figure: Example of a text converter assistant - Selection of the semicolon as the delimiter

When converting the file back into the csv format, please select the file type CSV (separated by delimiters).

7.7 DIDAS-NOK-files

The processing of the lists shall take place in the database of GEMA which is updated on a daily basis. It may happen that individual lines no longer exist once the publisher has carried out the upload and once they have been ingested into the database.

Example: Works with registration status 2 which have, in the meantime, been documented as ready for distribution, or an agreement in a work ready for distribution has been deleted due to a quality assurance measure and was replaced by a correct one.

After the data has been processed, DIDAS-NOK-files are sent to the e-mail address of the user account that had 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_5240_WY6PIN_nicht_verarbeitet.csv

or

EBV_SV_5240_YE2012_nicht_verarbeitet.csv

File contents:

Column	Field name	Description of possible values from the ECP list
A	Reason	<p>“PSWF files not found” - PSWF = Pseudowerkfassung aka pseudo work entry, the work version number (see column D) is no longer available</p> <p>“VRB not found” VRB = Vereinbarung aka agreement which had been documented for the work with the agreement number (see column G) is no longer available</p>
B	OV_BETEILIG_NR	Main account number of the publisher, identical with the main account number of the list
C	REFERENCE_NR	Reference number of the list
D	SOCIETY_WORK_CODE	Work / work version code
E	URH_ROLLBETE_ID	Role of the author e.g. K = Composer, T = Lyricist, A = Arranger of a public domain composition, PB = pot-pourri arranger, TNE = creator of new lyrics
F	URH_BETEILIG_NR	Participant number of the author; may be empty if no participant number was submitted during work declaration or if it could not be established.
G	AGREEMENT_NR	Agreement number
H	GTLG_AB_DT	Valid from (start) date of the agreement
I	GLTG_BIS_DT	Valid until (end) date of the agreement
J	URHEBER_VERLAG_BEZIEHUNG	Value 0 or 1
K	VERLEGERBETEILIGUNG_KNZ	Value VBALL or VBNUT

Please check the DIDAS-NOK files that have been sent back to you and submit, where necessary, a new ECP list once more.

(Version as at: 30/11/2018)

www.gema.de