

## CCSMP29

### Support the licensing and collection of income from your organisations catalogue on a worldwide basis



---

#### Overview

This unit will enable you to communicate effectively and knowledgeably with your overseas colleagues who administer the copyrights and licensing income from your organisation's catalogue in other countries and vice versa. It is best understood in conjunction with knowledge of the royalty collection societies' activities

## CCSMP29

### Support the licensing and collection of income from your organisations catalogue on a worldwide basis

---

#### Performance criteria

*You must be able to:*

- P1 note the company names and territories of your organisation's overseas sub-publishers that are licensed to administer your organisation's catalogue
- P2 recognise which overseas companies have authorised your organisation to sub-publish or administer their catalogue in the UK and issue licences to UK users
- P3 distinguish between overseas partners that are legally part of the same company or group of companies as your organisation and overseas partners who are separate entities
- P4 work to ensure information provided to and received from overseas partners is accurate and fit for purpose.
- P5 alert appropriate local colleagues to inadequate or missing data requested by or from overseas partners
- P6 identify data required to answer a query arising from the office of an overseas partner
- P7 recognise the different income streams set out in royalty accounting documentation provided by overseas partners or by your company to its overseas partners.
- P8 identify the dates when overseas partners are due to account to your local organisation and vice versa Maintain good professional relationships with all overseas colleagues
- P9 Work within your organisation's processes to obtain consents from the composer/songwriter or their agent for uses of the catalogue overseas where that the composer's contract entitles the composer to refuse or limit usage in particular ways and vice versa
- P10 Effectively communicate to overseas colleagues any limitations or restrictions on usage of the music in your organisation's catalogue and vice versa
- P11 Communicate accurately to overseas colleagues the wording of any contractual credit provisions that music users must display or include when using a particular work and vice versa

## CCSMP29

### Support the licensing and collection of income from your organisations catalogue on a worldwide basis

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 the organisational charts of the music publisher where you are working both locally and at overseas offices
- K2 which of the network of sub-publishers around the world, to whom your organisation has passed the legal right to administer its catalogue of works and income, is part of your organisation, and which sub-publisher is not.
- K3 the key terms of the contracts between music publishers and their overseas partners Which rights are administered by the sub-publisher and which rights are administered by the overseas collecting society in each territory
- 4) the internal procedure for the notification of new works to overseas partners and vice versa.
- K4 your organisation's internal policy for alerting overseas partners to forthcoming high usage works that partners may need to monitor closely to maximise income
- 6) how overseas partners pay income back to your organisation and how often and vice versa
- K5 how music usage information is provided to your organisation by overseas partners and vice versa
- 8) your organisation's internal processes for answering queries from overseas partners and vice versa
- K6 policies for dealing with infringement of your organisation's catalogue that occurs in other countries and vice versa
- K7 internal policies and procedures for the promotion overseas of particular works in the catalogue
- K8 the importance of communicating to an overseas partner any limitations or restrictions on use that have been imposed on a music publisher by a songwriter or composer in their contract
- K9 how your organisation deals with queries from sub publishers that relate to works co-written between two or more composers when one or more of them is not published by your organisation

## CCSMP29

Support the licensing and collection of income from your organisations catalogue on a worldwide basis

---

**Developed by** Creative and Cultural Skills

---

**Version number** 1

---

**Date approved** December 2010

---

**Indicative review date**

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Creative and Cultural Skills

---

**Original URN** MP29

---

**Relevant occupations** Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Media and communication; Publishing and information services; Artistic and Literary Occupations; Finance; General; Elementary Administration Occupations; Business and Finance Associate Professionals

---

**Suite** Music Business (Publishing)

---

**Key words** music publishing, music business, copyright, music licences, music catalogue, royalties, royalty payment, royalty collecting, collecting societies