The Licensing Process
Between an Online Music Service and CSI

Revised May 31, 2007

OVERVIEW

CMRRA SODRAC Inc. (CSI) has designed the following process to facilitate the exchange of information between CSI and your company pursuant to the administrative provisions outlined in the CSI Online Music Services Tariff, 2005-2007 (Tariff) (http://www.cb-cda.gc.ca/tariffs/certified/i16032007-e.pdf).

In this document,

"Online Company" means an online music service licensed under the Tariff;

"Licence Request File" means a text file that contains the information required pursuant to Sections 6(1)(f) and 6(1)(g) of Tariff;

"Licence Response File" means a text file that contains the information required pursuant to Section 7(1) and 7(2) of the Tariff;

"Matching Progress File" means a text file that contains the information required pursuant to Section 7(1)(d) of the Tariff;

"Licence Acknowledgement File" means a text file that contains information required pursuant to Section 7(3) of the Tariff;

You will be provided with a dedicated directory/folder on the CSI FTP Server and a password. This is where you will place the Licence Request Files and Licence Acknowledgement Files. It is also where you will be able to pick up the Licence Response Files and the Matching Progress Files. These files are described in detail later in this document.

In addition, you will be provided with a 2-character identifier for your company that will appear at the beginning of the name of each file you generate for CSI. All the files that are exchanged between your company and CSI will be pipe "|" delimited text files with standard formats outlined in this document. It is important that standard file naming conventions are followed to aid in the automatic processing of data.

At several points during the process, email acknowledgements are sent to you confirming the receipt of data and notifying you of the availability of files for you to process. You will be asked to provide CSI with a contact email address for these acknowledgements. We recommend that you create a group email address for this purpose.

In accordance with the Tariff, we have developed a 22 field (or column) standard format for the Licence Request File. This file will include the track metadata required under the Tariff for all sound recordings reproduced by your company.. When CSI receives the Licence Request File, it is processed on a track by track basis, using our best efforts (automatic and manual) to match the track information (or metadata) to a song in the CSI song database. Automatic matching is an ongoing process.

In some cases, tracks are not able to be automatically matched due to discrepancies in the matching criteria (Track title, UPC Code, ISRC etc.) or missing data. In addition, when dealing with a song we have never seen before, (e.g. new releases), we may not have the specific copyright ownership information in our systems. In these cases we need to further research the ownership information and we may need to contact authors, music publishers or sister societies for confirmation of their interest in a particular musical work or works. In these situations, it may take several weeks before the song(s) ownership information can be confirmed.

Each week, a Licence Response File will be created that includes new and updated information for tracks that have been matched since the last License Response File was generated. In this same file, CSI will inform you of any tracks that are considered 'unlicensable' for various reasons. The data in this file will not exactly overlap with any one License Request File sent to CSI by your organization. In other words, if CSI receives five License Request Files within one week and is able to process 75% of those tracks within the week, then the weekly Licence Response File will contain information for only those tracks that CSI has been able to process.

Updated information occurs from changes in data and will result in the amendment of an existing record in the Licence Response File; however the CSI Licence Number will not change. There are three primary reasons why the information may be amended: 1) Change in CSI's representation of a song; 2) change in copyright ownership; or 3) a correction to a

mismatched track-song relationship. Where a song ceases to be in the CSI repertoire, you will receive an amended record showing that CSI has 0% representation.

The last step in the licensing process is for your company to acknowledge their receipt and acceptance of each record in the Licence Response File by sending CSI a Licence Acknowledgement File. Where you reject a record, you are required to provide an explanation by way of an email notification that references the record in question.

Periodically, CSI will also produce a Matching Progress File[1] that includes all unmatched tracks specifying the reason they are still outstanding.

Section 6(2) of the Tariff requires you to notify us of any changes of track information previously reported. In this case, you are asked to resubmit the track with the new metadata, keeping the Track ID the same, and we will update our records accordingly.

The entire process is summarized in Figures 1 and 2 on the following page.

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[1] Tariff Reporting Requirements, Section 7.(1)(d) with respect to all other files, an indication of the reason for which CSI is unable to provide an answer pursuant to paragraph (a), (b) or (c).
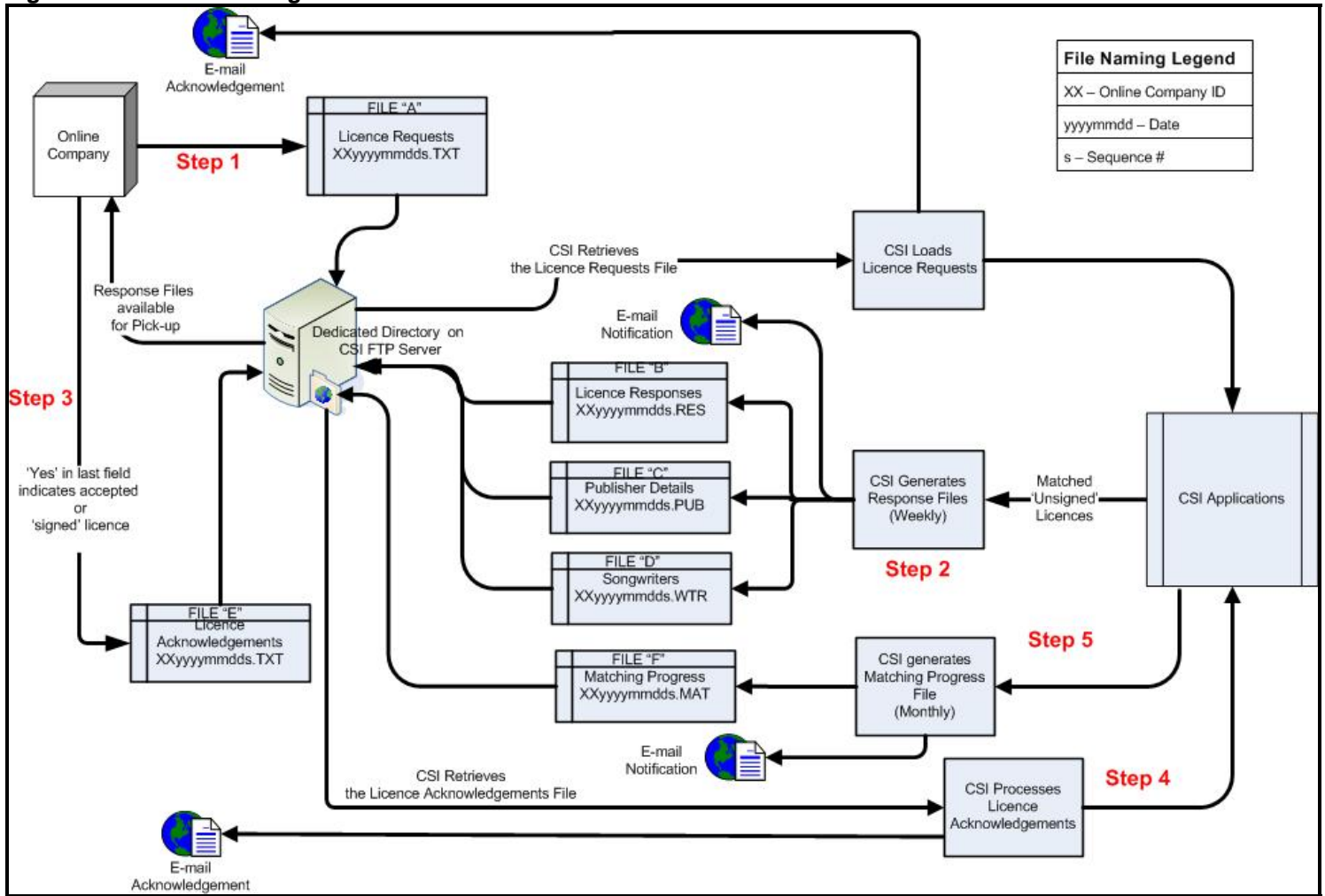
Figure 1: Online Licensing Process Flow

Figure 2: Processing Summary

Step	Description	Online Company Generated Files	CSI Generated Files
1	Online Company generates a Licence Request file for CSI	Licence Requests (File 'A' in Figure 1) XXyyyymmdds.txt	
2	CSI processes the Licence Requests and generates 3 Response files		Licence Responses (File 'B' in Figure 1) XXyyyymmdds.res Publisher Details (File 'C' in Figure 1) XXyyyymmdds.pub Songwriters (File 'D' in Figure 1) XXyyyymmdds.wtr
3	Online Company processes the files from Step 2 and generates a Licence Acknowledgements file	Licence Acknowledgements (File 'E' in Figure 1) XXyyyymmdds.ack	
4	CSI processes the Licence Acknowledgement File		
5	CSI generates a Matching Progress file		Matching Progress (File 'F' in Figure 1) XXyyyymmdds.mat

The 5 Step Process for requesting and receiving confirmation that a musical work is in the CSI repertoire

Step 1: Your Company will generate a Licence Request File for CSI.

The Licence Request File:
Licence Requests are contained in a pipe delimited "|" text file following the standard layout and naming convention below:

The Licence Requests File should be named similar to XXyyyymmdds.txt where:

XX	-- 2 character code identifier for your company
yyyy	-- 4 digits representing the year the file was produced (e.g. 2007)
mm	-- 2 digits (with leading zero) representing the month the file was produced (e.g. 05)
dd	-- 2 digits (with leading zero) representing the day the file was produced (e.g. 08)
s	-- 1 digit sequence number used to differentiate files created on the same day
.txt	-- file extension

Figure 3: Licence Request File Layout (File 'A' in Figure 1)

Field #	Name	Required / Conditional	Maximum Length	Comments
1	Unique Track Identifier	Mandatory	14 characters	Your assigned unique id code to represent this track
2	Track Title	Mandatory	100 characters	The title of the musical work
3	AKA Title	Required when available	100 characters	Any alternative title used to designate the musical work or sound recording
4	Song Writers	Required when available	100 characters	The name of each author of the musical work
5	Publisher Names	Required when available	100 characters	The name of the music publisher associated with the musical work
6	Hours portion of playing time (duration)	Required when available	2 characters with leading zero if necessary	The hour portion of the running time of the file. Example: If playing time is 1 hour, 2 minutes and 5 seconds, this field contains 01.
7	Minutes portion of playing time (duration)	Required when available	2 characters with leading zero if necessary	The minute portion of the running time of the file. Example: If playing time is 1 hour, 2 minutes and 5 seconds, this field contains 02.
8	Seconds portion of playing time (duration)	Required when available	2 characters with leading zero if necessary	The second portion of the running time of the file. Example: If playing time is 1 hour, 2 minutes and 5 seconds, this field contains 05.
9	Track Artist Name	Mandatory	100 characters	The name of each performer of group to whom the sound recording is credited. 'Various Artists' is not a valid track artist name
10	Bundle Name	Mandatory	100 characters	The Bundle Name
11	Label Name	Mandatory	50 characters	The name of the person who released the sound recording. Example: Sony, Warner
12	Product Catalogue Number	Required when available	20 characters	Provided by the Record Labels
13	ISRC	Required when available	12 characters	Note: The inclusion of an accurate ISRC can greatly accelerate the speed of the matching process
14	UPC	Required when available	15 characters	Note: The inclusion of an accurate UPC can greatly accelerate the speed of the matching process
15	Disc Number	Required when available	3 characters with leading zeros	Example: Disc 1 will be sent as 001
16	Track Number	Required when available	3 characters with leading zeros	Example: Track 6 will be sent as 006
17	GRID	Required when available	30 characters	unique identifier [2] of "Releases" of music over electronic networks, so that they can be managed efficiently (*IFPI Standard*)
18	ISWC	Required when available	11 characters Format: Tnnnnnnnnn	Unique, permanent and internationally recognized reference number [3] for the musical work. (*CISAC Standard*)
19	Bundle[4] ID	Mandatory if applicable	20 characters	If track is part of a Bundle, this is the Bundle unique identifier

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[2] A Grid consists of 18 characters made up of an Identifier Scheme element (2 chars), an Issuer Code (5 chars), a Release Number element (10 chars) and a check digit (1 char); Example: A12425GABC1234002M (for more info, http://www.ifpi.org/content/section_resources/grid.html)

[3] An ISWC begins with the letter "T" followed by a nine-digit unique number and a check digit, Example: T1234567891 (for more info, http://www.iswc.org/iswc/en/html/home.html)

[4] Tariff definitions: "bundle" means two or more digital files offered as a single product, if at least one file is a permanent download; "file" except in the definition of "bundle", means a digital file of a sound recording of a musical work

20	CSI Licence Not Required	Mandatory	2 characters with leading zeros	00 = CSI Licence Required 01 = Public Domain Note: see below for other code examples
21	Request Status	Mandatory	1 character	'N' – new request 'C' – change to a previously sent request for this track 'R' – remove a previously sent request for this track
22	Physical Product Name	Required when Available	100 characters	Name of Original Physical Product on which the Bundle is based

If you believe that a licence is not required for a submitted track, you must specify a value in Field 20 (CSI Licence Not Required) that indicates why. If Field 20 is 00, CSI will process the licence request.

Examples of codes you may want to make use of:
00   CSI Licence Required
01   Public Domain
02   Non-Musical Work
03   Non-Protected Work

Note: CSI reserves the right to review all requests and issue licences where CSI repertoire is being used.

Sample Record:
1234|Rich Girl||Daryl Hall|Warner Chappell Music Canada|00|02|25|Daryl Hall & John Oates|Hall and Oates: Greatest Hits – Rock 'n Soul, Part 1|RCA Music Group|USRC17607760||78635485820|1|4||T0702431659||00|N|

Special Notes:
Fields such as Hours, Minutes, Seconds, Disk and Track number should be filled with zeros (0) if the values are not available. Also, if you don't have some of the data (for example Publisher Name) then just put a blank value in the field, but please leave that field in the file layout. Some fields however, like the unique track identifier, are required fields that you must provide to us. The Unique Track Identifier is often the same number used to report sales back to the record labels, and is sometimes called the Reporting ID by other online companies. It doesn't matter to CSI how this number is derived, it just needs to uniquely identify the specific track for which a licence is being requested.

If you have multiple names to place in the Song Writers, Publisher Names, Artist names, or AKA title field, please separate the entries with a semi-colon (;). For example, the Song Writers field would contain:

Writer Name1; Writer Name2

Step 2: CSI processes the Licence Request Files and generates Licence Response Files

CSI will load the Licence Request File from Step 1 and generate an e-mail acknowledgement back to your organization to confirm the number of tracks/licence requests received. CSI's systems will then process the tracks by matching them with songs in CSI's internal song database and generate the following 3 files on a weekly basis:
- Licence Response File
- Publisher Details File
- Songwriters File

These 3 files will be placed in the dedicated directory/folder on CSI's FTP server for pick up. CSI recommends that once these files are picked up, you remove them from the FTP server.

The Licence Response File:
This is the main response file that will contain, for each track submitted by your company, information confirming whether or not a work is in the CSI repertoire and the percentage represented by CSI. The Licence Response File will be named similar to XXyyyymmdds.res where:

XX	-- 2 character code identifier for your company
yyyy	-- 4 digits representing the year the file was produced (e.g. 2006)
mm	-- 2 digits (with leading zero) representing the month the file was produced (e.g. 05)
dd	-- 2 digits (with leading zero) representing the day the file was produced (e.g. 08)
s	-- 1 digit sequence number used to differentiate files created on the same day
.res	-- File Extension

Figure 4: Licence Response File Layout (File 'B' in Figure 1)

Field #	Name	Maximum Length	Comments
1	Unique Track Identifier	14 characters	Your assigned unique id code to represent this specific track
2	Track Title	100 characters	As submitted through the Licence Request File
3	CSI Song#	8 characters	CSI's unique song number
4	CSI Song Title	50 characters	Song title from CSI's song database Blank if the Track is unlicensable
5	Licence Number	14 characters	CSI's unique licence number for this track Blank if the Track is unlicensable
6	Licence Status	2 characters	'N' – New Licence 'A' – Amended Licence 'U' – Unlicensable Track 'D' – Deleted Licence Note: Currently, these are the only statuses used. Additional codes may be added at a later date
7	Representation %	5 characters representing a numeric with 2 decimal places	The percentage of the song that CSI represents. Example: 75.2% will be sent as the character string '07520' Zeros if the Track is unlicensable.
8	Not Represented %	5 characters representing a numeric with 2 decimal places	The percentage of the song that CSI does not represent Example: 75.2% will be sent as the character string '07520' Zeros if the Track is unlicensable.
9	Public Domain	3 characters	'YES' – song is in Public Domain Note: If the song is in Public Domain, the Not Represented % will show as 100% Blank – song not in Public Domain
10	Unable to Licence Reason Code	2 characters	If the track is unable to be licensed, this is the corresponding Reason Code: '90' = Non-musical Work '91' = Legal Issue '92' = Interdiction to Reproduce Blank – track has been licensed
11	Licence Accepted	3 characters	Note: This field will be blank at this point, but will be set later in Step 3 by your company

Sample Record:
1234|Rich Girl|00095341|RICH GIRL||200507-0070478|N|10000|00000|||

Special Notes:
The sum of the Representation % and the Not Represented % will equal 100% of the song shares.

The Publisher Details File:
This is a secondary file that further describes CSI's Representation of a particular song. This file will contain publisher information for all new or amended records that appear in the Licence Response File. This file will be named similar to XXyyyymmdds.pub where:

       XX   -- 2 character code identifier for your company

       Yyyymmdds   – same values as the Licence Response file it corresponds with

       .pub   -- File Extension

Figure 5: Publisher Details File Layout (File 'C' in Figure 1)

Field #	Name	Maximum Length	Comments
1	Unique Track Identifier	14 characters	Your assigned unique id code to represent this specific track
2	CSI Publisher	35 characters	The Publisher name as it would appear on a licence
3	CSI Representation Flag	1 character	'Y' – Publisher represented by CSI 'N' – Publisher not represented by CSI

Sample Records: (in this case, there are 2 publishers associated with the same CSI Song#)
1234|UNICHAPPELL MUSIC INC|Y
1234|HOT CHA MUSIC INC|Y

Special Notes:
For any single Track ID, there may be multiple records in this file; one record for each publisher share of the song associated with the Track.

The data in this secondary file will provide the copyright owner information known to CSI about a song so that you can pursue direct deals with those copyright owners that CSI does not represent.

The Song Writers File:
This file is a secondary file that describes the song writers for a particular song. This file will contain song writer information for all new or amended records that appear in the Licence Response File. This file will be named similar to XXyyyymmdds.wtr where:

       XX   -- 2 character code identifier for CSI

       Yyyymmdds   – same values as the Licence Response file it corresponds to

       .wtr   -- File Extension

Figure 6: Song Writers File Layout (File 'D' in Figure 1)

Field #	Name	Maximum Length	Comments
1	Unique Track Identifier	14 characters	Your assigned unique id code to represent this specific track
2	CSI Songwriter	25 characters	A writer associated with the song from CSI's song database

Sample Record:
1234|HALL, DARYL

Special Notes:
For any single CSI Song #, there may be multiple records in this file; one record for each writer of a song.

Step 3:   The Online Music Service processes the Licence Response File and generates a Licence Acknowledgement File

Your company will receive an email notifying them that the 3 Licence Response Files have been generated and placed on the CSI ftp server. These files should then be picked up, processed and removed. An output of this process will be a file of "accepted" licence responses that will be sent back to CSI.

The Licence Acknowledgements File:
Once you have processed the Licence Response Files, you are asked to generate a file of "accepted" licence responses to be sent back to CSI. CSI's standard layout for this file is the same as the Licence Response File generated by CSI with the Licence Accepted (last field) field filled in.

The Licence Acknowledgements File should be named similar to XXyyyymmdds.ack where:
      XX   -- 2 character code identifier for your company
      yyyy   -- 4 digits representing the year this file was produced (e.g. 2006)
      mm   -- 2 digits (with leading zero) representing the month this file was produced (e.g. 05)
      dd   -- 2 digits (with leading zero) representing the day this file was produced (e.g. 08)
      s   -- 1 digit sequence number used to differentiate files created on the same day
      .ack   -- File Extension

Figure 7: Licence Acknowledgements File (File 'E' in Figure 1)

Field #	Name	Comments
1	Unique Track Identifier	Same as in Licence Response file
2	Track Title	Same as in Licence Response file
3	CSI Song#	Same as in Licence Response file
4	CSI Song Title	Same as in Licence Response file
5	Licence Number	Same as in Licence Response file
6	Licence Status	Same as in Licence Response file
7	Representation %	Same as in Licence Response file
8	Not Represented %	Same as in Licence Response file
9	Public Domain	Same as in Licence Response file
10	Reason Code	Same as in Licence Response file
11	Licence Accepted	"Yes" – Licence is processed/accepted by Online Company "No" – Licence is not accepted by Online Company – see Rejected Licences note below

Sample Record:
1234|Rich Girl|00095341|RICH GIRL||200507-0070478|N|10000|00000|||YES

Special Notes:
This file is very important for CSI to close the loop on generated licence responses, signifies a confirmation that the information was accepted and updates internal CSI Licence databases. CSI will pick up and then remove this file from the FTP server.

In addition, this answers the Tariff Reporting Requirements as outlined in Section 7(3) for informing CSI of the acceptance or rejection of a licence response.

Rejected Licences:
If you are rejecting a licence for any reason, you must specify 'No' in field 11 above. In addition as per Section 7(3) of Tariff, you are required to send an email to **online@cmrrasodrac.ca** containing the information below:
1. 'REJECTED LICENCE' in the subject line
2. Unique track Identifier
3. CSI licence Number
4. CSI Song # and Song Title
5. Reason for rejection of the Licence
6. Contact Information for follow-up by CSI

Step 4: CSI processes the Licence Acknowledgement File

CSI will use the Accepted Licence field to mark the appropriate licences as accepted or rejected in the internal CSI licence database. Licence responses that are not accepted by your company will be handled manually by internal workflows yet to be set up by CSI.

Step 5: CSI generates a Matching Progress File

A requirement of the Tariff is that CSI report to you on a regular basis the progress of the matching process for tracks that you have submitted for licensing. This will involve CSI preparing a file of outstanding licence requests and placing this file on the CSI FTP server. An email notification will be sent letting you know that there is a file for you to retrieve.

The Matching Progress File:

This file will include a record for each outstanding licence request you have submitted. CSI does not require that you respond to this file. It is generated for reporting purposes only.

The Matching Progress File will be named similar to XXyyyymmdds.mat where:

XX	-- 2 character code identifier for CSI
yyyy	-- 4 digits representing the year the file was produced (e.g. 2006)
mm	-- 2 digits (with leading zero) representing the month the file was produced (e.g. 05)
dd	-- 2 digits (with leading zero) representing the day the file was produced (e.g. 08)
s	-- 1 digit sequence number used to differentiate files created on the same day
.mat	-- File Extension

Figure 8 - Matching Progress File Layout (File 'F' in Figure 1)

Field #	Name	Maximum Length	Comments
1	Unique Track Identifier	14 characters	Your assigned unique id code to represent this specific track
2	Track Title	100 characters	As submitted through the Licence Request File
3	Request File Date	8 characters	The date of the Licence Request file associated with receipt of this track
4	Request File ID	10 characters	The Licence Request File ID associated with receipt of this track (format: XXyyyymmdds)
5	Reason Code	2 chars	A code identifying why the track is outstanding: 01 = Unprocessed 02 = Writer Information Missing 03 = Publisher Information Missing 04 = Track Artist Name Contains 'Various' 05 = Invalid or Missing ISRC 06 = Mandatory Fields Missing * Note: additional codes may be added at a later date

Sample Record:

5675|US Festival|20051222|OC051222|02

Sample Timeline of Events

Below is an example timeline of events and associated files that would be generated.

1. The Online Company (identified with the 2 character code 'OC') transmits the following 5 Licence Request Files to CSI for processing, representing 50,000 tracks. Note that on Sept 15th, 2005, two files were sent to CSI.
   > OC200509121.txt
   > OC200509131.txt
   > OC200509141.txt
   > OC200509151.txt
   > OC200509152.txt

2. CSI individually loads and acknowledges through email each of the five files as it finds them throughout the week.

3. Also throughout the week, CSI is working on matching all outstanding licence requests sent from the Online Company against internal CSI Song numbers, in order for licence responses to be generated.

4. On a weekly basis, in this case on Sept 17th,2005, CSI will generate the following three Licence Response Files and an email notification will go out to the Online Company:
   > OC20050917.res – (Licence Response File)
   > OC20050917.pub -- (Publisher Details File)
   > OC20050917.wtr -- (Song Writers File)

5. The Online Company will pick up the three response files from the FTP Server and update their databases with the CSI Licence information. An output of that processing will be a Licence Acknowledgements File and if that processing occurred on Sept 18^{th,} 2005, that file would be placed on the CSI FTP Server and would be called:
   > OC20050918.ack – (Licence Acknowledgement File)

6. CSI would process the Licence Acknowledgement File and mark the appropriate records as accepted or rejected in the system. A system generated email would be sent back to the Online Company confirming the number of records processed.

7. On a regular basis, CSI will generate a Matching Progress file and an email notification will go out to the Online Company:
   > OC20050930.mat – (Matching Progress File)