Functional specifications: Common Works Registration version 3.1 revision 0

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1   Introduction

CWR v3.1 was adopted as a CISAC standard by the _____ in its meeting _____ .

The purpose of the Common Works Registration (CWR) format is to provide publishers, societies and others with a standard format for the communication data relating to works and specifically publisher and writer collection shares in those works.   Throughout this document the Submitter can usually be taken to be a publisher and a Recipient can usually be taken to be a society.

The CWR employs data standards that have been developed for the Common Information System (CIS) project of CISAC, incorporating existing standards for codes will eliminate confusion.

Related Documents are:
- CRF???? - CWR v3.1 - User Manual
- CRF???? - CWR v3.1 - Validation Tables, Lookup Tables, Submitter/Recipient Codes and Error Messages

The latest version of all the documents can be found on the CISAC website: **www.cisac.org**.

Standards applicable to all CIS transactions
This section has been adapted from the CIS Guidelines for Electronic Data Interchange (IS/IM/47). The guidelines were developed by the International Modelling Group, and approved by the CISAC community for general use by all societies for all types of data transmission.

1   Terminology

Data Element: the basic unit of information in the format. Data elements (also referred to as Fields) contain information that represents a singular fact, for example, song title, date of birth, or production year. Data elements can be codes, numeric values, or literal descriptions. Data element definitions must include a description, specifications for data type, size, and if appropriate, a list of code values and definitions of each value.

Detail Record: a combination of functionally related data elements. An identifier or record type is placed at the beginning of each detail record identifying its purpose. Detail record definitions must include a description, the list of data elements that are included in the detail record along with an indication of whether each data element is mandatory, optional, or conditional, and the validation rules to insure all data elements are correct.

Transaction Header: a combination of functionally related data elements that is also used to define the start of a business transaction. An identifier or transaction code is placed at the beginning of each transaction header identifying its purpose. Transaction header definitions must include a description, the list of data elements that are included in the transaction header record along with an indication of whether each data element is mandatory, optional, or conditional, and the validation rules to insure all data elements are correct.

Transaction: a transaction header that may or may not be followed by any number of supporting detail records. A transaction contains all the data required to define a specific business transaction e.g. transactions may represent the equivalent of

- Work Registrations
- Request for ISWC

   Acknowledgement from recipient

Transaction definitions must include a list of what detail records can be included in the transaction along with an indication of whether the detail record is mandatory, optional, or conditional. For each of those detail records, the definition must also indicate the repeat frequency for the record (how many times can this record occur within this transaction).

Group: composed of one or more transactions of the same type. Each group begins with a header record that identifies the type of transaction contained in the group, and ends with a trailer that includes control totals summarizing the content of the file. Note that a group can contain up to 10,000,000 transactions.

File: composed of one or more groups. Files are the unit that ends up getting transmitted between participants. Each file begins with a header record that identifies the file's origination and ends with a trailer that includes control totals summarizing the content of the file.

Control Records: provide information about the content of a group or file. These records insure that only authorized users of this facility are participating and that the integrity of each transaction is maintained as the file travels through various telecommunication lines.

1.1   Properties of Components

Files transmitted within this format must exhibit the following characteristics:

- The default character set to be used will be ISO-8859-1, or Latin 1.
  - *Note:* Other character sets are permitted. If a character set is to be used, it should be noted in the HDR record.
- Records are variable length and carriage return / line feed (CR/LF) delimited
- Fields within the records are fixed length and are not delimited
- All alphabetic characters will be presented in upper case

The standard for transmission will be the File Transfer Protocol (FTP). Each participant will have to provide the address for its public FTP site and each transmission will be a push (i.e. the Submitter will deliver its file to the recipients public FTP site).

Data Element Properties
- The following information will be defined for each data element within the standard:
- **Field:** Indicates the name of the data element
- **Start:** The position in the record where this field starts (note the first position of the record is "1").
- **Size:** The number of characters that this field will occupy.
- **Format:** The type of data included in this field. Data present in a field that is inconsistent with the rules defined below will cause that record (and potentially the entire transaction) to be rejected. The legend of type abbreviations is...

Code	Description	Default Size	Rules
A	Alpha or Alphanumeric	None	Any string containing valid text for the given character set. Note that nulls are not acceptable and all alphabetic characters must be in upper case. If there is no data to be entered in an alpha field, blanks must be entered.
B	Boolean	1	Field must be equal to <Y>es or <N>o
F	Flag	1	Field must be equal to <Y>es, <N>o, or <U>nknown. Note that the difference between Boolean and Flag is the allowance of an unknown condition for all fields declared as Flag.
D	Date	8	Dates are all formatted as YYYYMMDD. If there is no data to be entered in a date field, zeroes must be entered.
N	Numeric	None	Numeric fields are to be right justified and zero filled. If there is an implied decimal point, it will be defined in the record layout. If there is no data to be entered in a numeric field, zeroes must be entered.
T	Time or Duration	6	Time/Duration fields are all formatted as HHMMSS. Time of day is to be expressed in 24 hour format, otherwise known as military time. If there is no data to be entered in a time or duration field, zeroes must be entered.
L	List or Table Lookup	None	The valid entries for these fields come from a list in the field description or a table. Note that the values for these tables are to be found in the Lookup Table document.
S	International Standard	None	The valid entries for these fields are international standards, which can be found in the appropriate standard definition. Appropriate links and references can be found in the Lookup Table document. If there is no data to be entered in a field, blanks must be entered.

- **Req:** Indicates whether or not an entry must be present in this field. Values in the REQ field will be...
  ⇒ **M:** Mandatory, meaning this field must be filled out. If it is not filled out, this record will be rejected and, depending on the record type, the entire transaction may be rejected. Note that not all record types are mandatory; however, there are mandatory fields within optional records.
  ⇒ **C**: Conditional, meaning this field may be Mandatory depending on other conditions that exist in either the current record or the transaction. If the condition results in a mandatory field and this field is not present, this record will be rejected and, depending on the record type, the entire transaction may be rejected.
  ⇒ **O**: Optional, meaning this field may or may not be entered.
- **Field Description:** Provides a basic description of the field to be entered. Also included will be the individual table where valid entries reside for fields with a format type equal to "L".

Detail Record Properties
The following information will be defined for each detail record within the format:
- **Record Description:** Provides a detailed description of the purpose of this record.
- **Record Format:** Lists the data elements from which this detail record is composed. Each data element definition within the Record Format section will include all Data Element Properties as listed above.
- **Record Level Validation:** The validation criteria that will be applied by the recipient to this detail record when received. Record level validation insures validity of this detail record.

- **Field Level Validation:** The validation criteria that will be applied by the recipient to this detail record when received. Field level validation insures the validity of each data element contained in the detail record.

Transaction Header Properties
The following information will be defined for each transaction header within the standard:
- **Transaction Description:** Provides a detailed description of the purpose of this transaction.
- **Transaction Format:** Lists the transaction header and the various detail records (if any) from which this transaction is composed. For each detail record, three additional items are defined…
  ⇒ *Req:* indicates whether the detail record/transaction header is Required (R), Optional (O), or Conditional (C).
  ⇒ *Max Use:* Indicates the number of times this detail record can appear within a transaction. Values are either 1 meaning the record can only occur once, or M meaning the record can appear as many times as is required.
  ⇒ *Comment:* Used to communicate any additional information which may be helpful to those implementing the transaction.
- **Record Description:** Provides a detailed description of the purpose of this transaction header.
- **Record Format:** Lists the data elements from which this detail record is composed. Each data element definition within the Record Format section will include all Data Element Properties as listed above.
- **Transaction Level Validation:** The validation criteria that will be applied by the recipient to this detail record when received. Transaction level validation insures validity of this detail record as it relates to the overall transaction.
- **Field Level Validation:** The validation criteria that will be applied by the recipient to this detail record when received. Field level validation insures the validity of each data element contained in the detail record.

Validation
Subsequent to each detail record or transaction header description, a set of validation criteria will be provided. These criteria are listed at different potential levels depending on the record being edited. The levels of validation are File, Group, Transaction, Record, or Field. As a result of validation, the same levels of detail may be rejected from the data. Rejections are indicated at the end of the validation criteria with one of the following codes…
- **ER:** Entire File is rejected
- **GR:** Entire Group is rejected
- **TR:** Entire Transaction is rejected
- **RR:** Entire Record is rejected
- **FR:** Field is rejected and a default value is specified for the field

Record Prefixes
Each Transaction Header and Detail Record contains a prefix that identifies both the record and the transaction that is being delivered. The attached table describes the layout of the prefix area…

Field	Start	Size	Fmt	Req	Field Description
Record Type	1	3	L	M	The three character transaction header or detail record type. These values reside in the *Record Type Table*
Transaction Sequence Number	4	8	N	M	If this is the first transaction within a group, the *Transaction Sequence Number* must be equal to 00000000. Otherwise, for transaction headers, the *Transaction Sequence Number* must be equal to the previous transaction header's *Transaction Sequence Number* incremented by 1. For detail records, the *Transaction Sequence Number* must be equal to the *Transaction Sequence Number* of the previous transaction header.
Record Sequence Number	12	8	N	M	For transaction headers, always set to 00000000. For detail records, set this field to the *Record Sequence Number* of the previous record written to the file incremented by 1.

Field Level Validation
1. *Record Type* must be either a valid record type from the *Record Type Table*. (ER)
2. If this is the first transaction header in the group, *Transaction Sequence Number* must be equal to 0. (ER)
3. If this is a transaction header that is not the first transaction header in the group, the Transaction Sequence Number must be equal to the previous transaction's Transaction Sequence Number incremented by 1. (TR) [1]
4. If this is a detail record, the Transaction Sequence Number must be equal to the previous record's Transaction Sequence Number. (TR) [1]
5. If this is a transaction header record, the *Record Sequence Number* must be equal to zero. (ER)

6. If this is a detail record, the *Record Sequence* Number must be equal to the previous record's *Record Sequence Number* incremented by 1. (ER)
7. If the *Transaction Sequence Number* on subsequent transactions are not in sequential order within a group, the entire file will be rejected. (ER)
8. If any detail records belonging to a transaction header do not carry the same *Transaction Sequence Number* as the preceding transaction header, the subordinate records are out of sequence. In this case, the entire file will be rejected. (ER)
9. Record length must match the record length specified within the specification. (ER)

[1] Note: When the WRK transaction follows an ACK transaction it is regarded as a continuation of the same transaction (since the acknowledgement is for the work described in the WRK). Therefore the WRK has the same transaction number as the ACK, and the record sequence numbers continue to be incremented by one. Similarly when the EXC transaction follows a WRK, it will contain the same transaction number as the WRK and the record sequence numbers continue to be incremented by one.

2   File Choreography & Structure

This section outlines the various different CWR files types, File Naming Convention and recommended ways to exchange and keep track of regular CWR_SUB files and the related CWR_ACK files

2.1   File Naming Convention

The file naming convention is as follows and should be used for all regular submissions from a given Submitter to a Recipient:

<div align="center">

CWYYnnnnSUB_REP_VM-m-r.EXT

</div>

Where:

CW	Indicates that the file is a CWR file
YY	Is the 2 digit year
nnnn	Is a file number. The number must be ascending within a year, but need not be contiguous.
SUB	Is the 4 alphanumeric Transmitter Code of the file submitter
REP	Is the 4 alphanumeric Transmitter Code of the file recipient
VM-m	Is the CWR version in use M=Major Version number m=minor version number
r	Is the revision number.
EXT	"SUB" – Submitted Work Registration Data File / "ACK1" – Technical Acknowledgement File / "ACK2" – Claim Acknowledgment File /

It is recommended that all files are compressed using the standard zip format and that If the file is zipped, it will be named CWYYnnnnSUB_REP_VM-m-r_EXT.zip
The unzipped file contained in a zipped file should be named as per the standard naming convention above.
Note that if the same file is being sent to multiple Recipients, use '0000' as the Transmitter Code.

EXAMPLE:
A Submitter SA sends its regular CWR file number 37 using the CWR 3.1 revision 0 to SACEM:
    CW170037SA_058_V3-1-0.SUB

SACEM would send the ACK1 for that submitted file:
    CW170058058_SA_V3-1-0_ACK1.zip

SACEM would then "drip-feed" ACK2 files containing works from the submitted file, perhaps zipped:
    CW170048058_SA_V3-1-0_ACK2.zip
    CW170053058_SA_V3-1-0_ACK2.zip
    CW170058058_SA_V3-1-0_ACK2.zip

2.2 CWR File Types

There are several types of CWR file which are defined within this documentation:

2.2.1 CWR_SUB - CWR Claim Submission File

The principal works registration submission file type consisting of full WRK transactions.

2.2.2 CWR_LIC - CWR Licensing Reporting File

The file type designed for on-going transmission of the licensing information supplemental to existing works registrations consisting of LIC transactions.

2.2.3 CWR_ACK1 - CWR Technical Acknowledgement File

The file type used to transmit the acceptance or rejection on the basis of meeting these technical specification of WRK transactions within a given CWR_SUB file; consists of ACK transactions only.

2.2.4 CWR_ACK2 - CWR Claim Acknowledgement File

The file type used to transmit the status of the Submitter's claim in the Recipient's systems. Consists of a given submitted WRK transaction within an ACK transaction accompanied by a WRK transaction containing the Recipient's data for that work and possibly EXC transactions relating to existing conflicting work data from the Recipient's system.

2.3 International Standards

The following International Standards are used to describe certain data elements:

- Character Set
    - o ISO-8859-1 through ISO-8859-10
- Language Code
    - o ISO-639-1
- Script Code
    - o ISO-15924
- Territory Code
    - o TIS
- Dialect Code
    - o ISO-639-2

2.4 Server Structure

In order to fully automate the delivery and pickup of CWR files from Recipients, the location in which files are stored on servers used for file exchange should be standardised according to the following rubric:

```
/
/incoming/
/incoming/CWYYnnnnSUB_REP_VM-m-r_SUB.zip
/incoming/CWYYnnnnSUB_REP_VM-m-r_SUB.delivery.complete     (0 bytes)
/incoming/CWYYnnnnSUB_REP_VM-m-r_SUB.pickup.complete       (0 bytes)
/outgoing/
/outgoing/REP_SUB_VM-m-r_ACK1.zip
/outgoing/REP_SUB_VM-m-r_ACK1.delivery.complete     (0 bytes)
/outgoing/REP_SUB_VM-m-r_ACK1.pickup.complete       (0 bytes)
```

Where:

"delivery.complete"   indicates that the CWR zip file has been fully written to the FTP site and can now be collected.

"pickup.complete"   indicates that the receiver has read the file

2.5 Control Records

The following record layouts are used to partition and control the submission of files between participants. Proper control records are required within the file to ensure the integrity of transmission over telecommunication lines, as well as confirming that the data within the file has not been altered as a result of intentional or unintentional tampering with data.

Control records defined within this version of the format are...

⇒ **HDR:** Transmission Header
⇒ **GRH:** Group Header
⇒ **GRT:** Group Trailer
⇒ **TRL:** Transmission Trailer

2.6 File Level Validation

Along with the control records, a number of validation checks are performed at a file level. The editing criteria for full file submission are listed below:

1. If the file cannot be read, the entire file will be rejected. (ER)
2. If the first record on the file is not record type HDR, the entire file will be rejected. (ER)
3. If the second record on the file is not record type GRH, the entire file will be rejected. (ER)
4. If every subsequent GRH on the file is not preceded by a GRT, the entire file will be rejected. (ER)
5. If the last record on the file is not record type TRL, the entire file will be rejected. (ER)
6. If record type GRH is not followed by a transaction header record type, the entire file will be rejected. (ER)
7. If record type GRT is not followed by a record type GRH or TRL, the entire file will be rejected. (ER)
8. If the file contains more than one record type HDR or TRL, the entire file will be rejected. (ER)

2.7 HDR: Transmission Header

Record Description

The Transmission Header Record (HDR) is a required "cover sheet" for transmissions submitted by a participant. It will contain the file control information as well as the name of the submitter.

The character set field is simply intended to be a way of informing Recipients that there is a non-Latin 1 character set (such as Chinese Characters) used somewhere in the file. Such files are only intended to be sent to Recipients that accept and use such character sets (e.g. CASH), and the value in the field will inform those Recipients which character set has been used. If such a file is sent to a Recipient that does not accept non-Latin 1 characters then they should reject during the technical file validation process.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Type	1	3	A	M	HDR = Transmission Header
Submitter Type	4	2	A	M	Indicates if the nature of the Submitter of the file. Values are PB = Publisher, SO = Society, AA = Administrative Agency, WR = Writer, OO = Other
Submitter Code	6	4	L	C	If Submitter Type is equal to PB, SO or AA the Submitter Codes assigned to that entity must be used. These values reside in the *Transmitter Code Table* (in the case of a Society this will be their CISAC Society Code).
Submitter Name	10	45	A	M	The name of the Submitter (publisher, society, agency, or other entity)
Submitter IPI Name Number	55	11	A	C	If Submitter Type is equal to WR, an IPI Name Number for that writer from the IPI Database must be used.
Creation Date	66	8	D	M	The date that this file was created.
Creation Time	74	6	T	M	The time of day that this file was created.
Transmission Date	80	8	D	M	The date that this file was transmitted to all receiving entities.
Character Set	88	15	L	C	To be used to indicate the character set used in the file. These values reside in the *Character Set Table*. If no character set is given, the default will be Latin 1.

Version	103	3	A	O	CWR version (3.1)
Revision	106	3	L	O	Current CWR revision number (000). These values reside in the *CWR Revision Number Table*.
Software Package	109	30	A	O	Name of the software package from which the file originated
Software Package Version	139	30	A	O	Version of the software package from which the file originated
Filename	169	27	A	M	The full filename of the CWR file.

Field Level Validation

1. *Record Type* must be equal to HDR. (ER)
2. *Submitter Type* must be equal to PB (publisher), SO (society), WR (writer), AA (administrative agency) or OO (other entity). (ER)
3. If *Submitter Type* is equal to PB, SO, or AA, assigned Submitter Code must be entered and must match the assigned entry in the *Transmitter Codes Table*. If no Submitter Code has been assigned to this Submitter then the Submitter IPI Name Number must be provided in the appropriate field. (ER)
4. Transactions for multiple Submitters cannot be co-mingled in a single file. (ER)
5. *Creation Date* must be a valid date. (ER)
6. *Transmission Date* must be a valid date. (ER)
7. If the *Submitter Type* is equal to WR*, Submitter IPI Name Number* must be provided and must be a valid IPI Number for the writer named in the Submitter Name field. (ER)
8. If entered, the Character Set must exist in the *Character Set Table.* (FR - default to ISO-8859-1 - Latin 1)
9. Version number entered must be 3.1. (ER)
10. Revision number if entered must be a valid CWR version 3.1 revision number from the *CWR Revision Number Table*, the current value must be 0 (for this revision 0) (ER)

2.8   GRH: Group Header

Record Description

The Group Header Record (GRH) record is used to indicate the presence of a group (or batch) of transactions within the file. A group can only contain one type of transaction and this is indicated in the Transaction Type field. Also all transactions of the same type should be contained in the same group (e.g. all WRK transactions should appear in one single WRK group) and each group type can only be used once per file (e.g. there can only be one WRK or one ACK group per file)

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Type	1	3	A	M	GRH = Group Header
Transaction Type	4	3	L	M	Indicates the type of transactions included in this group. Values for this field reside in the *Transaction Type Table*.
Group Code	7	5	N	M	A unique sequential number for this group within this file. Group Code should start at 00001.
Batch request	12	10	N	O	A unique sequential number to identify the group. This number is managed by the submitter to identify the group among multiple submission files.

Field Level Validation

1. *Transaction Type* must be entered and must match an entry in the *Transaction Type Table*. (GR)
2. *Group Code* must be entered, must start at 1, and must increment by 1 sequentially for each new group in the file. (ER)
3. GRH records must follow either a GRT record or an HDR record. (ER)
4. Each Group Transaction type can only be used once per file. (ER)

2.9 GRT: Group Trailer

Record Description

The Group Trailer Record (GRT) indicates the end of a group and provides both transaction and record counts for the group.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Type	1	3	A	M	GRT = Group Trailer
Group Code	4	5	N	M	The same group id that was present on the preceding GRH record.
Transaction Count	9	8	N	M	The number of transactions included within this group.
Record Count	17	8	N	M	The number of physical records included within this group including GRH and GRT records.

Field Level Validation

1. *Group Code* must be equal to the Group Code presented on the previous GRH record. (GR)
2. *Transaction count* must be equal to the total number of transactions within this group. (ER)
3. *Record count* must be equal to the total number of physical records inclusive of the GRH and GRT records. (ER)

2.10 TRL: Transmission Trailer

Record Description

The Transmission Trailer (TRL) record indicates the end of the transmission file. Control totals representing the number of groups, transactions, and records within the file are included on this record.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Type	1	3	A	M	TRL = Transmission Trailer
Group Count	4	5	N	M	The number of groups included within this file.
Transaction Count	9	8	N	M	The number of transactions included within this file.
Record Count	17	8	N	M	The number of physical records included in this file including HDR and TRL records.

Field Level Validation

1. *Group Count* must be equal to the number of groups within the entire file. (ER)
2. *Transaction count* must be equal to the number of transactions within the entire file. (ER)
3. *Record count* must be equal to the number of physical records inclusive of the HDR and TRL records. (ER)

3 Transactions & Transaction Header Records

Within the Common Works Registration format, a transaction is defined as "all the information required to complete a logical unit of work that is to be passed between two or more participants in the electronic relationship." This version of the format contains definitions for the following transaction types:

- **WRK: Submission of a work details for registration.**
- **DRW: Retraction of a WRK submitted in error.**
- **EXC: Existing work which is in conflict with a work as submitted.**
- **ACK: Provides acknowledgment of WRK or DRW transactions and subsequent work history.**
- **LIC: Licensing information relating to an existing work.**

Physically within the file, a transaction consists of a Transaction Header Record followed by the Detail Records that further define the characteristics of the transaction. The content of each Transaction Header Record along with valid combinations of detail records will be defined on the subsequent pages.

Please refer to section 6 for a definition of the structure of the CWR transactions using Backus Naur Form (BNF). BNF is a notation for defining in an unambiguous way the relationships amongst the transactions.

3.1 WRK: Submission of Work Details for Registration

Transaction Description

The purpose of a WRK transaction is to allow a submitter to communicate to a recipient (or multiple recipients) details of a musical work for the first time or to subsequently communicate the revised details. Such details including the core work metadata (titles and writers) and shares claimed by the interested parties including writers and publishers. These share claims are based on administration of a percentage of the musical work in question. For revised works it is mandatory to provide all work details in the transaction (not just the information which has changed).

Detail records are listed subsequent to the WRK Header Record providing further information on the content and collection shares and territories of the work.

Note that an Acknowledgement (ACK) transaction (sent from the recipient back to the submitter) will consist of an ACK header Record and a WRK transaction (and possibly an EXC transaction).

Transaction Format Table

Record Type	Name	Req	Max Use	Comments
WRK	Work Registration Header	M	1	WRK is used transmit core details of the work described in the WRK Transaction, such as the title.
SPU	Publisher Controlled by Submitter	C	M	Lists all publishers controlled by Submitter or from which the Submitter derives collection rights. This record is mandatory if writer collection shares are less than 100% - that is if the work is published.
NPN	Non-Roman Alphabet Publisher Name	O	M	Lists the publisher name if available in a non-Roman alphabet
SPT	Publisher Territory & Collection	C	M	For each applicable SPU, lists all territories where collection rights exist.
OPT	Non-Controlled Publisher Territory & Collection	O	M	For each applicable SPU, lists territories where collection rights do not exist
OPU	Other Publisher	O	M	Lists all publishers (if known) not controlled by the Submitter and from which the Submitter does not derive collection rights. If not known use UNKNOWN PUBLISHER.
OPT	Non-controlled Publisher Territory & Collection	O	M	For each OPU, lists territories and collection shares.
SWR	Writer Controlled by Submitter	M	M	Lists all the writers controlled by submitter and from whom the Submitter derives collection rights
NWN	Non-Roman Alphabet Writer Name	O	M	Lists the writer name if available in a non-Roman alphabet
SWT	Writer Territory & Collection	C	M	For each applicable SWR, lists all territories and collection shares which the Writer collects directly.
MAN	Writer Manuscript Share	M	1	For each SWR, lists the Manuscript shares for the corresponding writer.
PWR	Publisher for Writer	O	M	For each SWR, lists the original publishers representing this writer.
OWR	Other Writer	O	M	Lists all writers which the Submitter does not control and from whom the submitter does not derive collection shares.
OWT	Other Writer Territory & Collection	O	M	For each OWR, lists territories and collection shares.
MAN	Writer Manuscript Share	M	1	For each OWR, lists the Manuscript shares for the corresponding writer.
PWR	Publisher for Writer	O	M	For each OWR, lists the original publishers representing this writer.
ALT	Alternative Title	O	M	Lists any known alternative titles in for this work.
NAT	Non-Roman Alphabet Title	O	M	Lists the main title and any alternative titles available in non-Roman alphabets

OWK	Original Work Details for Excerpts, Composite or Version	O	M	Details of the work from which this work is an extract.
NOT	Non-Roman Alphabet Original Work Title	O	M	Lists the title of the work of which this work is an extract, in non-Roman alphabet.
NOW	Non-Roman Alphabet Other Writer Name	O	M	The non-Roman alphabet name of writers listed in the OWK record.
PER	Live Performing Artist	O	M	Lists any known live performers of this work.
NPR	Live Performing Artist in Non-Roman alphabet			Lists any significant live performers of this work, in non-Roman alphabet.
REC	Recording	O	M	Details of audio recordings of the work.
NRC	Non-Roman alphabet Recording detail	O	M	Details of audio recordings of the work – non-roman alphabet title and artist
ORN	Work Origin	O	1	Details of the audio recording and/or the audio visual production from which the work originates.
INS	Instrumentation Summary	C	M	Summary of the standard and non-standard instrumentation for serious works.
IND	Instrumentation Detail	C	M	Details of the standard and non-standard instrumentation for serious works.
ARI	Additional Related Information	O	M	Comments
XRF	Work Code Cross Reference	O	M	Work Codes and other identifiers which relate to this work including but not limited to those of the Submitter and the Recipient(s).
FTV	Audio-visual Productions	O	M	Details of audio-visual productions into which the work has been licensed.

Transaction Level Validation

1. Only one WRK Header Record is allowed per transaction. (TR)
2. For each publisher controlled chain (with an SPU record) there must be at least one SPT record. (TR)
3. Detail records other than those listed in the Transaction Type Table above may not be submitted for this transaction (RR)
4. If Version Type is equal to "MOD", at least one SWR or OWR record must contain a Writer Role Code equal to "AR" (Arranger), "AD": (Adapter), "SR" (Sub-Arranger), "SA" (Sub-Author), or "TR" (Translator). (TR)
5. A transaction must contain at least one writer record, SWR or OWR, and one MAN. (TR)
6. There must be at least one writer (Writer Role Code = "CA", "A", "C") in a work. (TR)
7. A non-controlled publisher (OPU) can not appear in a chain started with a controlled original publisher (SPU). (TR)
8. There can only be one original publisher (Publisher Role = "E") in a publisher chain. (TR)
9. For each controlled writer (SWR) record there must be at least one controlled collections (SWT) record. (TR)
10. The Transaction Record Type (e.g. WRK) must be the same as the Transaction Type of the immediately preceding GRH record. (GR)
11. If Version Type is equal to "ORI", there cannot be an SWR or OWR record that contains a Writer Role Code equal to "AR" (Arranger), "AD": (Adapter), "SR" (Sub-Arranger), "SA" (Sub-Author), or "TR" (Translator). (TR)
12. For registrations to GEMA only - A work transaction must contain at least one SPT with either "PR Affiliation society" or "MR Affiliation society" set to 035 (GEMA), otherwise the work will be rejected with the transaction status set to "NP". (TR – GEMA only)
13. For registrations to SGAE, SACEM & GEMA only – If all the Writers are Public Domain (whether names given as Public Domain or affiliation given as DP), then the transaction will be rejected with Transaction Status "NP". (TR – SGAE, SACEM & GEMA only)
14. For registrations to ABRAMUS and UBC only – all SPT records for final Sub-Publisher's collecting shares in the territory of Brazil must include the start date of the sub-publishing agreement in the Recipient Agreement Number field. The date should be left-justified in the format YYYYMMDD, and the rest of the field should be left blank. Invalid dates will be rejected. (TR – ABRAMUS and UBC only)
15. For registration SIAE only – There must be at least one Writer Role code of C or CA on a transaction. (TR – SIAE only)
16. The sequence of records within the transaction must be as follows: WRK , SPU, NPN, SPT, OPT, OPU, NPN, OPT, SWR, NWN, SWT, OWT, MAN, PWR, OWR, NWN, OWT, MAN, PWR, ALT, NAT, OWK, NOT, NOW, PER, NPR, REC, ORN, INS, IND, ARI, XRF, FTV (TR)

17. If the Text Music Relationship indicator is MUS (music only), then there should be no CA or A or SA or TR role codes among the work writers in SWR and OWR records (they should only be C or AR) (TR)
18. For registrations to ICE Societies only – If Writer Role code AR on work, a different writer's designation code must be C or CA (TR – ICE only)
19. For registrations to ICE Societies only – If Writer Role code SA on work, a different writer's designation code must be A or CA (TR – ICE only)
20. For registrations to SGAE only. Part of the agreements hierarchy missed. There is no agreements link registered (notified) between original publisher and the submitter of the work (TR – SGAE only).
21. For registrations to SGAE only - The sub-publisher of the work is not the registered (notified) for the original publisher (TR – SGAE only).
22. For registrations to SGAE only - The shares for the sub-publisher are different from the shares registered (notified) in the agreement (TR – SGAE only).
23. If Musical Work Distribution Category is equal to 'SER', the transaction must include an INS (Instrumentation Summary) record or an IND (Instrumentation Detail) record. (TR)
24. For any territory, Recipient Code and any right type where there is non-zero publisher collection (SPT or OPT) the total publisher collection (SPT/OPT) and writer collection (SWT/OWT) must equal 100. Recipient code 0000 represents 'all recipients' and must be included in the total for all other recipients in a territory. Note that a tolerance of 00006 (.06%) is allowed. (TR)
25. The sum of the shares for each Right Type (MR, PR and SR) of all Writer Manuscript Shares must each add up to 100. Note that a tolerance of 00006 (.06%) is allowed. (TR)

WRK Header Record Description

The WRK Header Record contains information specific to a work and occurring at a work level.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = WRK (Work Registration) for registrations. See Record Prefix in Properties of Components.
Work Title	20	60	A	M	Primary title of the work.
Language Code	80	2	S	O	The code representing the language of this title. Values and reference for this field reside in the *Language Code Table*.
Submitter Work Number	82	14	A	M	Number assigned to the work by the Submitter. This number must be unique for the publisher.
ISWC	96	11	S	O	The International Standard Work Code assigned to this work. ISO 15707:2001 Standard (not written but data form, ie. omitting dots and dashes, Tnnnnnnnnnn)
Copyright Date	107	8	D	O	Original copyright date of the work.
Copyright Number	115	12	A	O	Original copyright number of the work as issued by the US Copyright office.
Musical Work Distribution Category	127	3	L	M	Describes the type of music as it applies to special distribution rules. Values for this field reside in the *Musical Work Distribution Category Table*.
Duration	130	6	T	C	Duration of the work in hours, minutes, and seconds. This field must be greater than zero if Musical Work Distribution Category is equal to SER. Note that some Recipients may also require duration for works where the Musical Work Distribution Category is equal to JAZ (e.g. BMI).
Recorded Indicator	136	1	F	M	Indicates whether or not the work has ever been recorded.
Text Music Relationship	137	3	L	O	Indicates whether this work contains music, text, and/or both. Values reside in the *Text Music Relationship Table*.
Composite Type	140	3	L	O	If this is a composite work, this field will indicate the type of composite. Values reside in the *Composite Type Table*.

Version Type	143	3	L	M	Indicates relationships between this work and other works. Note that this field is used to indicate whether or not this work is an arrangement. Values reside in the *Version Type Table*.
Excerpt Type	146	3	L	O	If this is an excerpt, this field will indicate the type of excerpt. Values reside in the *Excerpt Type Table*.
Music Arrangement	149	3	L	C	If Version Type is equal to "MOD", this field indicates the type of music arrangement. Values reside in the *Music Arrangement Table*.
Lyric Adaptation	152	3	L	C	If Version Type is equal to "MOD", this field indicates the type of lyric adaptation. Values reside in the *Lyric Adaptation Table*.
Grand Rights Ind	155	1	B	C	Indicates whether this work is originally intended for performance on stage. *Note* that this field is mandatory for registrations with the UK societies.
Composite Component Count	156	3	N	C	If Composite Type is entered, this field represents the number of components contained in this composite. *Note* that this is required for composite works where ASCAP is represented on the work.
Date of publication of printed edition	159	8	D	O	Indicates the date that the printed, new edition published by the Submitter appeared. This information is especially relevant for the notification of sub-published works by GEMA-sub-publishers.
Exceptional Clause	167	1	F	O	For registrations of GEMA works: By entering Y (Yes), the submitter confirms to have obtained the consent of all entitled creators to the freely agreed division of the shares for the distribution categories of performing rights. The note field in the first ARI record indicates the agreed ratio between role C and role A (role split).
Opus Number	168	25	A	O	Indicates the number assigned to this work, usually by the composer. Part numbers are to be added with an # e.g. 28#3 (meaning Opus 28 part 3).
Catalogue Number	193	25	A	O	The work catalogue number. The abbreviated name of the catalogue is to be added (like BWV, KV), without dots. Part numbers are to be added with an # e.g. KV 297#1 (meaning Köchel Verzeichnis Nr.297 part 1).
Priority Flag	218	1	F	O	Indicates that this work should be processed faster because it is on the charts, is by a well-known composer, etc.

Field Level Validation

1. Work Title must be entered. (TR)
2. Language Code, if entered, must match an entry in the *Language Code Table.* (FR - default to spaces)
3. Submitter Work Number must be entered and must be unique for the Submitter. (TR)
4. If ISWC is entered, it must be a valid ISWC. (FR - default to spaces)
5. Copyright Date must be a valid date. (FR - default to zeros)
6. Musical Work Distribution Category must be entered and it must match an entry in the *Musical Work Distribution Category Table*. (TR)
7. If Musical Work Distribution Category is equal to "SER", Duration must be greater than zero and be a valid combination of hours, minutes and seconds. (TR)
8. Recorded Indicator must be equal to "Y", "N", or "U". (FR - default to "U")
9. If Text Music Relationship is entered, it must match an entry in the *Text Music Relationship Table*. (FR - default to spaces)
10. If Composite Type is entered, it must match an entry on the *Composite Type Table*. (FR - default to spaces)
11. Version Type must be entered and must match an entry on the *Version Type Table*. (TR)
12. If Excerpt Type is entered, it must match an entry on the *Excerpt Type Table*. (FR - default to spaces)
13. If Version Type is equal to "MOD", Music Arrangement must be entered and must match an entry in the *Music Arrangement Table*. (TR)

14. If Version Type is equal to "MOD", Lyric Adaptation must be entered and must match an entry in the *Lyric Adaptation Table*. (TR)
15. If entered, Grand Rights Ind. must be equal to "Y" or "N". (FR - default to spaces)
16. If Composite Type is entered, Composite Component Count must be entered. (TR)
17. If Composite Component Count is entered, Composite Type must be entered. (TR)
18. If entered, Composite Component Count must be numeric and must be greater than 1. (TR)
19. For registration BMI only - If Musical Work Distribution Category is equal to "JAZ" and BMI is represented on the work, duration must be greater than zero. (TR – BMI only)
20. If entered, Music Arrangement must match an entry in the *Music Arrangement Table*. (TR)
21. If entered, Lyric Adaptation must match an entry in the *Lyric Adaptation Table* (TR).
22. Work Title must contain only valid characters from within the 'Titles' section of the allowed CIS character set. (TR)
23. For registrations to GEMA only - If an ISWC number is entered and is part of the GEMA number block then that number must already be registered by GEMA. (FR – GEMA – Replace with spaces)

3.2   DRW: Retraction of WRK Transaction

Transaction Description

The purpose of a DRW transaction is to allow a submitter to communicate to a recipient (or multiple recipients) that a recently submitted WRK transaction was invalid (i.e. filed in error) and that the publishers indicated on the WRK transaction make no claim to the work in question.

The transaction consists a DRW header record which identifies the work in question and optionally XRF records to aid identification.

Transaction Format Table

Record Type	Name	Req	Max Use	Comments
DRW	De-Registration of Work Header	M	1	DRW is used transmit core identifying details of the WRK transaction being retracted and the reason for the retraction.
XRF	Work Code Cross Reference	O	M	Work Codes and other identifiers which relate to this work including but not limited to those of the Submitter and the Recipient(s).

Transaction Level Validation

1. Only one DRW Header Record is allowed per transaction. (TR)
2. The sequence of records within the transaction must be as follows: DRW, XRF (TR)

DRW Header Record Description

The DRW Header Record contains information specific to a work and occurring at a work level identifying the WRK transaction which is being retracted and the reason for that retraction.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = DRW. See Record Prefix in Properties of Components.
Work Title	20	60	A	M	Primary title of the work.
Language Code	80	2	S	O	The code representing the language of this title. Values and reference for this field reside in the *Language Code Table*.
Submitter Work Number	82	14	A	M	Number assigned to the work by the Submitter. This number must be unique for the publisher.
ISWC	96	11	S	O	The International Standard Work Code assigned to this work. ISO 15707:2001 Standard (not written but data form, ie. omitting dots and dashes, Tnnnnnnnnn)
Retraction Reason Code	107	2	A	M	One of the following codes (reasons): **PP** (Prior publishing agreement still in force) **NW** (The claimed writer is not a writer of this work) **RQ** (The work was in dispute & the publisher relinquishes its claim)

Field Level Validation

1. Work Title must be entered. (TR)
2. Language Code, if entered, must match an entry in the *Language Code Table.* (FR - default to spaces)
3. Submitter Work Number must be entered and must be unique for the Submitter. (TR)
4. If ISWC is entered, it must be a valid ISWC. (FR - default to spaces)
5. Retraction Reason Code must be entered and must be one of PP, NW or RQ. (TR)

3.3   EXC: Existing Work in Conflict with Submitted WRK

Transaction Description

The Existing Work in Conflict with Submitted WRK (EXC) will be sent from a Recipient to a Submitter to provide information on the details of the work that is in conflict with the details of the WRK transaction sent by the Submitter. This transaction forms part of an Acknowledgement (ACK) transaction containing a Status Code of "CO" (for conflict). The EXC transaction is only valid within an ACK transaction and following a WRK transaction.

Certain information not relevant to the point of conflict may be anonymised for data protection reasons, so the work described in the EXC transaction may not be as complete and due to the nature of conflicting claims the shares may exceed 100% for a given territory. All of which is reflected in the edits for this transaction.

Transaction Format Table

Record Type	Name	Req	Max Use	Comments
EXC	Existing Work in Conflict with Submitted WRK	M	1	EXC is used transmit core details of the work described in the EXC Transaction, such as the title.
SPU	Publishers in Conflict	C	M	Lists all publishers directly involved in the conflict (including those controlled by the Submitter and others).
NPN	Non-Roman Alphabet Publisher Name	O	M	Lists the publisher name if available in a non-Roman alphabet
SPT	Publisher in Conflict Territory of Control	C	M	For each applicable SPU, lists all territories and collection shares
OPU	Publisher Not in Conflict	O	M	Lists all publishers not directly involved in the conflict (including those controlled by the Submitter and others), or UNKNOWN PUBLISHER if not known or the data is to be anonymised.
OPT	Publisher Not in Conflict collection	O	M	For each OPU, lists territories and collection shares.
SWR	Writer Controlled by Publisher in Conflictr	O	M	Lists all the writers controlled by an SPU.
NWN	Non-Roman Alphabet Writer Name	O	M	Lists the writer name if available in a non-Roman alphabet
SWT	Writer Territory of Control	C	M	For each SWR, lists territories and collection shares.
PWR	Publisher for Writer	O	M	For each SWR, lists the original publishers representing this writer.
OWR	Writer Controlled by Publisher Not in Conflict	O	M	Lists all the writers controlled solely by OPU(s).
OWT	Other writer collection	O	M	For each OWR, lists territories and collection shares.
PWR	Publisher for Writer	O	M	For each OWR, lists the original publishers representing this writer.
ALT	Alternative Title	O	M	Lists any known alternative titles in for this work.
NAT	Non-Roman Alphabet Title	O	M	Lists the main title and any alternative titles available in non-Roman alphabets
OWK	Original Work Details for Excerpts, Composite or Version	O	M	Details of the work from which this work is an extract.
NOT	Non-Roman Alphabet Original Work Title	O	M	Lists the title of the work of which this work is an extract, in non-Roman alphabet.
NOW	Non-Roman Alphabet Other Writer Name	O	M	The non-Roman alphabet name of writers listed in the OWK record.

INS	Instrumentation Summary	O	M	Summary of the standard and non-standard instrumentation for serious works.
IND	Instrumentation Detail	O	M	Details of the standard and non-standard instrumentation for serious works.
XRF	Work Code Cross Reference	O	M	Work Codes and other identifiers which relate to this work including but not limited to those of the Submitter and the Recipient(s).

Transaction Level Validation

1. Only one EXC Header Record is allowed per transaction. (TR)
2. For each SPU, there must be at least one SPT record. (TR)
3. Detail records other than those listed in the Transaction Type Table may not be submitted for this transaction (RR)
4. If Version Type is equal to "MOD", at least one SWR or OWR record must contain a Writer Role Code equal to "AR" (Arranger), "AD": (Adapter), "SR" (Sub-Arranger), "SA" (Sub-Author), or "TR" (Translator). (TR)
5. A transaction must contain at least one writer record, SWR or OWR. (TR)
6. There must be at least one writer (Writer Role Code = "CA", "A", "C") in a work. (TR)
7. An OPU cannot appear in a chain started with an SPU. (TR)
8. There can only be one original publisher (Publisher Role = "E") in a publisher chain. (TR)
9. For SWR there must be at least one SWT. (TR)
10. If Version Type is equal to "ORI", there cannot be an SWR or OWR record that contains a Writer Role Code equal to "AR" (Arranger), "AD": (Adapter), "SR" (Sub-Arranger), "SA" (Sub-Author), or "TR" (Translator). (TR)
11. The sequence of records within the transaction must be as follows: EXC , SPU, NPN, SPT, OPT, OPU, NPN, OPT, SWR, NWN, SWT, OWT, PWR, OWR, NWN, OWT, PWR, ALT, NAT, OWK, NOT, INS, IND, XRF (TR)
12. If the Text Music Relationship indicator is MUS (music only), then there should be no CA or A or SA or TR role codes among the work writers in SWR and OWR records (they should only be C or AR) (TR)
13. If Musical Work Distribution Category is equal to 'SER', the transaction must include an INS (Instrumentation Summary) record or an IND (Instrumentation Detail) record. (TR)

EXC Header Record Description

The EXC Header Record contains information specific to a work and occurring at a work level, except as otherwise stated all details should be sourced from the Recipient's system and not those from the submitted WRK transaction to which the EXC relates.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = EXC (Existing Work in Conflict with Submitted WRK). See Record Prefix in Properties of Components.
Work Title	20	60	A	M	Primary title of the work.
Language Code	80	2	S	O	The code representing the language of this title. Values and reference for this field reside in the *Language Code Table*.
Submitter Work Number	82	14	A	M	Number assigned to the work by the Submitter. This number must be unique for the publisher.
ISWC	96	11	L	O	The International Standard Work Code assigned to this work. ISO 15707:2001 Standard (not written but data form, ie. omitting dots and dashes, Tnnnnnnnnn)
Copyright Date	107	8	D	O	Original copyright date of the work.
Copyright Number	115	12	A	O	Original copyright number of the work.
Musical Work Distribution Category	127	3	L	M	Describes the type of music as it applies to special distribution rules. Values for this field reside in the *Musical Work Distribution Category Table*.

Duration	130	6	T	C	Duration of the work in hours, minutes, and seconds. This field must be greater than zero if Musical Work Distribution Category is equal to SER. Note that some Recipients may also require duration for works where the Musical Work Distribution Category is equal to JAZ (e.g. BMI).
Recorded Indicator	136	1	F	M	Indicates whether or not the work has ever been recorded.
Text Music Relationship	137	3	L	O	Indicates whether this work contains music, text, and/or both. Values reside in the *Text Music Relationship Table*.
Composite Type	140	3	L	O	If this is a composite work, this field will indicate the type of composite. Values reside in the *Composite Type Table*.
Version Type	143	3	L	M	Indicates relationships between this work and other works. Note that this field is used to indicate whether or not this work is an arrangement. Values reside in the *Version Type Table*.
Excerpt Type	146	3	L	O	If this is an excerpt, this field will indicate the type of excerpt. Values reside in the *Excerpt Type Table*.
Music Arrangement	149	3	L	C	If Version Type is equal to "MOD", this field indicates the type of music arrangement. Values reside in the *Music Arrangement Table*.
Lyric Adaptation	152	3	L	C	If Version Type is equal to "MOD", this field indicates the type of lyric adaptation. Values reside in the *Lyric Adaptation Table*.
Grand Rights Ind	155	1	B	C	Indicates whether this work is originally intended for performance on stage. *Note* that this field is mandatory for registrations with the UK societies.
Composite Component Count	156	3	N	C	If Composite Type is entered, this field represents the number of components contained in this composite. *Note* that this is required for composite works where ASCAP is represented on the work.
Date of publication of printed edition	159	8	D	O	Indicates the date that the printed, new edition published by the Submitter appeared. This information is especially relevant for the notification of sub-published works by GEMA-sub-publishers.
Opus Number	167	25	A	O	Indicates the number assigned to this work, usually by the composer. Part numbers are to be added with an # e.g. 28#3 (meaning Opus 28 part 3).
Catalogue Number	192	25	A	O	The work catalogue number. The abbreviated name of the catalogue is to be added (like BWV, KV), without dots. Part numbers are to be added with an # e.g. KV 297#1 (meaning Köchel Verzeichnis Nr.297 part 1).

Field Level Validation

1. Work Title must be entered. (TR)
2. Language Code, if entered, must match an entry in the *Language Code Table.* (FR - default to spaces)
3. Submitter Work Number must be entered and must be number from the submitted WRK transaction. (TR)
4. If ISWC is entered, it must be a valid ISWC. (FR - default to spaces)
5. Copyright Date must be a valid date. (FR - default to zeros)
6. Musical Work Distribution Category must be entered and it must match an entry in the *Musical Work Distribution Category Table*. (TR)
7. If Musical Work Distribution Category is equal to "SER", Duration must be greater than zero and be a valid combination of hours, minutes and seconds. (TR)
8. If Music Work Distribution Category is not equal to "SER", and Duration is entered, it must be a valid combination of hours, minutes, and seconds. (FR)
9. Recorded Indicator must be equal to "Y", "N", or "U". (FR - default to "U")
10. If Text Music Relationship is entered, it must match an entry in the *Text Music Relationship Table*. (FR - default to spaces)
11. If Composite Type is entered, it must match an entry on the *Composite Type Table*. (FR - default to spaces)
12. Version Type must be entered and must match an entry on the *Version Type Table*. (TR)

13. If Excerpt Type is entered, it must match an entry on the *Excerpt Type Table*. (FR - default to spaces)
14. If Version Type is equal to "MOD", Music Arrangement must be entered and must match an entry in the *Music Arrangement Table*. (TR)
15. If Version Type is equal to "MOD", Lyric Adaptation must be entered and must match an entry in the *Lyric Adaptation Table*. (TR)
16. If entered, Grand Rights Ind. must be equal to "Y" or "N". (FR - default to spaces)
17. If Composite Type is entered, Composite Component Count must be entered. (TR)
18. If Composite Component Count is entered, Composite Type must be entered. (TR)
19. If entered, Composite Component Count must be numeric and must be greater than 1. (TR)
20. If entered, Music Arrangement must match an entry in the *Music Arrangement Table*. (TR)
21. If entered, Lyric Adaptation must match an entry in the *Lyric Adaptation Table* (TR).
22. Work Title must contain only valid characters from the character set noted in the HDR record. (TR)

3.4 ACK: Acknowledgement of WRK Transaction

Transaction Description

The ACK transaction allows for the acknowledgement of WRK transactions from a Recipient back to a Submitter, and for the Recipient to provide an on-going record of the related works status within the Recipient's systems (eg. WRK transaction has been processed but is not yet "ready for payment").

As noted in CWR File Types above, there are two types of ACK file: CWR_ACK1 and CWR_ACK2. The ACK transactions within the file type CWR_ACK1 should deal only with technical compliance with the CWR format and edits of the WRK transaction as submitted. The ACK transaction within the file type CWR_ACK2 should deal with the actual work status, the shares claimed, any conflicting claims and the "readiness for payment" of the corresponding work record in the Recipient's systems.

An ACK may include any error or warning messages associated with the original WRK transaction. In addition, an ACK transaction within a CWR_ACK2 will include a WRK transaction representing the work record in the Recipient's system after processing the submitted WRK transaction.

If a work is subject to conflicting claims from parties other than the submitter, then the CWR_ACK2 ACK transaction may include an EXC transaction detailing the conflicting claims.

The WRK transaction within a CWR_ACK2 ACK transaction will contain the equivalent of all of the records sent by the submitter that have relevance to the recipient. For example, a Recipient will generally not return SPU/SPT records for sub-publishers in territories it does not control, but will send SPU/SPT records generated from the data in their systems relating to sub-publishers in the territories it does control.

MSG records will precede the detail record to which they apply and the sequence numbers in the Record Prefix will contain information consistent to the ACK Header Record - not to the original WRK transaction.

Note that validation should not stop at the first error encountered, but should continue to report all errors (unless a severe error makes further processing inadvisable).

ACK Transaction Format

Record Type	Name	Req	Max Use	Comments
ACK	Acknowledgement of WRK Transaction	M	1	Header record with Status Code
MSG	Message	O	M	List all messages generated as a result of editing this transaction.
WRK	Submission of Work Details for Registration	O	1	CWR_ACK2 only: All detail records from the Recipient system corresponding to the details records from the original WRK transaction
EXC	Existing Work in Conflict with Submitted WRK	O	1	Detail records are included within the EXC transaction
XRF	Work Code Cross Reference	O	M	Work Codes and other identifiers which relate to this work including but not limited to those of the Submitter and the Recipient(s).

Transaction Level Validation
1. Only one ACK is allowed per transaction. (TR)
2. The Transaction Type of the immediately preceding GRH must be ACK for submissions from a Recipient. (GR)
3. In a CWR_ACK2 file the ACK transaction must be followed by a corresponding WRK transaction. (TR)
4. In a CWR_ACK1 file the sequence of transactions and record in each ACK transaction must be as follows: ACK Header Record, XRF (TR)
5. In a CWR_ACK2 file the sequence of transactions and record in each ACK transaction must be as follows: ACK Header record, WRK transaction, EXC transaction, XRF record(s) (TR)

ACK Header Record Description
The ACK header record identifies and provides a status on the transaction for which this ACK transaction has been generated. In addition, other information is provided that can be used by the recipient to link the acknowledgment back to the original WRK transaction.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = ACK (Acknowledgement of Transaction). See Record Prefix in Properties of Components.
Creation Date	20	8	D	M	The Creation Date of the original file that contained the transaction to which this ACK applies.
Creation Time	28	6	T	M	The Creation Time of the original file that contained the transaction to which this ACK applies.
Original Group Code	34	5	N	M	The Group Code within which the original transaction to which this ACK applies. *Note* that if the ACK is a result of a HDR or TRL record problem, set this field to zeroes.
Original Transaction Sequence Number	39	8	N	M	The Transaction Sequence Number of the original transaction to which this ACK applies. *Note* that if the ACK is a result of a HDR or TRL record problem, set this field to zeroes.
Original Transaction Type	47	3	L	M	The Transaction Type of the original transaction to which this ACK applies. These values reside in the *Transaction Type Table*. *Note* that if the ACK is a result of a HDR or TRL record problem, set this field to HDR or TRL (whichever is applicable).
Creation Title	50	60	A	C	The creation title as delivered by the submitter (i.e. the title of the musical work or audio visual production…). This field is required if the ACK is in response to a WRK transaction.
Submitter Creation Number	110	20	A	C	The unique identifier assigned by the original submitter to this work. This field is required if the ACK is in response to a transaction.
Recipient Creation Number	130	20	A	C	The unique identifier assigned by the recipient to this work. This field is required if the ACK is in response to a WRK transaction and if the transaction status indicates that the recipient has accepted the work and it is "ready for payment". This field is mandatory when the ACK transaction is in a CWR_ACK2 file.
Recipient Temporary Creation Number	150	20	A	C	A unique identifier assigned by the Recipient to this work which is temporarily used to hold and refer to the WRK transaction prior to the work record being "ready for payment".
Processing Date	170	8	D	M	The date this transaction or file was formally processed by the recipient.
Transaction Status	178	2	L	M	The current status of this transaction. Values for this field reside in the *Transaction Status Table*.
CWR_SUB Filename	180	27	A	M	The full filename of the original file in which the original transaction appeared.

Field Level Validation

1. The combination of Creation Date and Creation Time must match the same fields found on the HDR record of a file generated by the submitter. (TR)
2. The combination of Original Group Code and Transaction Sequence Number must be valid within the file referred to by Creation Date and Creation Time. (TR)
3. Original Transaction Type must match the transaction referred to by the combination of Creation Date, Creation Time, Original Group Number, and Original Transaction Sequence Number. (TR)
4. Creation Title must match the corresponding title associated with the Submitter Creation Number. (TR)
5. Submitter Creation Number must match an entry in the submitter's data base. (TR)
6. If entered, Recipient Creation Number must match an entry in the recipient's data base. (TR)
7. Processing Date must be a valid date. (TR)
8. Transaction Status must match an entry in the *Transaction Status Table*. (TR)
9. Creation Title is required if the ACK is in response to a WRK transaction. (TR)
10. Recipient Creation Number must be a valid work number in the Recipient's systems which is used for payment/reporting and which will appear on reporting/statements. Temporary or holding system work numbers should be reported in Recipient Temporary Creation Number. (TR)
11. In a CWR_ACK1 file the Recipient may either provide the permanent number in Recipient Creation Number or a temporary number in Recipient Temporary Creation Number. (TR)
12. In a CWR_ACK2 file the Recipient must provide a permanent number in Recipient Creation Number, and may provide, for reference purposes, in Recipient Temporary Creation Number, any temporary number previously provided in a CWR_ACK1 file. (TR)

3.5   LIC: Licence Reporting Transaction

Transaction Description

The LIC transaction allows Submitters to report to Recipients details of licensed usages of a work; including new or existing recordings, live performers, other work identifiers and synchronisations in audio visual productions.

A CWR_LIC file will consist solely of LIC transactions, and a LIC transaction can only appear in a CWR_LIC file.

No ACK file or transaction is required for a CWR_LIC file or LIC transaction and Recipients are under no obligation to process them unless by bilateral agreement.

The Submitter may include sets of SPU and SPT outlining only those publishers which claim shares directly and the shares which they claim. These records should only be used for disambiguation purpose, but not for registration purposes. When that information needs to be updated, a WRK transaction should be used.

LIC Transaction Format

Record Type	Name	Req	Max Use	Comments
LIC	License Reporting Transaction Header	M	1	Identifies the work to which all of the following licence/usage information
SPU	Publisher Controlled by Submitter	O	O	Lists all publishers controlled by Submitter or from which the Submitter derives collection rights.
SPT	Publisher Territory & Collection	O	O	For each applicable SPU, lists all territories where collection rights exist.
REC	Recording	O	C	Details of audio recordings of the work.
NRC	Non-Roman alphabet Recording detail	O	O	Details of audio recordings of the work – non-roman alphabet title and artist
ALT	Alternative Title	O	C	Lists any known alternative titles in for this work.
NAT	Non-Roman Alphabet Title	O	O	Lists the main title and any alternative titles available in non-Roman alphabets
FTV	Audio-visual Productions	O	C	Details of audio-visual productions into which the work has been licensed.
PER	Live Performing Artist	O	C	Lists any known live performers of this work.
NPR	Live Performing Artist in Non-Roman alphabet	O	M	Lists any significant live performers of this work, in non-Roman alphabet

XRF	Work Code Cross Reference	O	M	Work Codes and other identifiers which relate to this work including but not limited to those of the Submitter and the Recipient(s).

Transaction Level Validation
1. Only one LIC Header record is allowed per transaction. (TR)
2. The LIC Header record must be followed by at least one of REC, FTV, PER or XRF. (TR)
3. All records in the transaction must relate to the work identified in the LIC Header record. (TR)
4. The Transaction Type of the immediately preceding GRH must be LIC. (GR)
5. A LIC transaction may not appear in a CWR file type other than CWR_LIC. (TR)
6. A LIC transaction must contain at least one REC, NRC, ALT, NAT, FTV or PER record. (TR)

LIC Header Record Description

The LIC Header record identifies the work to which the licensing and usage information in the LIC transaction relates.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = LIC (License Reporting Transaction). See Record Prefix in Properties of Components.
Work Title	20	60	A	M	Primary title of the work.
Submitter Work Number	80	14	A	M	Number assigned to the work by the Submitter. This number must be unique for the publisher.
ISWC	94	11	L	O	The International Standard Work Code assigned to this work.

Field Level Validation
1. Work Title must be entered. (TR)
2. Submitter Work Number must be entered and must be unique for the Submitter. (TR)

4   Transaction Detail Records
Detail Records contain the information required to define each transaction. The following record types are defined in this section...

- **SPU:** Publisher Controlled by Submitter

- **NPN:** Non-Roman Alphabet Publisher Name

- **SPT:** Publisher Territory of Control

- **OPT:** Publisher non-controlled collection

- **OPU:** Other Publisher

- **SWR:** Writer Controlled by Submitter

- **MAN:** Writer Manuscript Share

- **NWN:** Non-Roman Alphabet Writer Name

- **SWT:** Writer Territory of Control

- **OWT:** Other writer collection

- **PWR:** Publisher for Writer

- **OWR:** Other Writer

- **ALT:** Alternative Title

- **NAT:** Non-Roman Alphabet Title

- **OWK:** Original Work Details

- **NOT:** Non-Roman Alphabet Original Work Title

- **PER: Live** Performing Artist

- **NPR: Live** Performing Artist Name in Non-Roman Alphabet

- **REC:** Recording Detail

- **ORN:** Work Origin

- **INS:** Instrumentation Summary

- **IND:** Instrumentation Detail

- **ARI: Additional Related Information**

- **MSG:** Message

- **XRF:** Work Code Cross Reference

- **FTV:** Audio-visual Production Details

4.1 SPU: Publisher Controlled By Submitter
4.2 OPU: Other Publisher

Record Description

The SPU record contains information about original publishers, income participants, sub-publishers, and/or administrators who are involved in the collection income from exploitation of this work and which are under the control of the Submitter. The OPU record contains information about publishers that are not under the control of the Submitter.

Submission of SPU Records

A transaction must include one or more publisher chains. The first SPU record within a chain must represent an original publisher or income participant (Publisher Role = E or PA). If that original publisher has engaged a local administrator, that original publisher or income participant SPU record may be followed by the SPU record that indicates the original publisher's local administrator (Publisher Role = AM) and the collection shares for the administrator. If there are multiple local administrators engaged by the original publisher or income participant, they should all follow the original publisher or income participant, and they should precede SPU records representing sub-publishers (Publisher Role = SE).

If the administrator has been engaged by the original publisher or income participant's sub-publisher, as opposed to be the original publisher or income participant, that administrator should follow the SPU record for the sub-publisher(s).

Also note that subsequent to each SPU record, SPT records (Publisher Territory of Control) can be inserted to designate the territory of the collection shares for the previous publisher.

OPT (publisher non-controlled collection) records can be included to give a complete picture of collection for a territory. These follow the relevant SPU/OPU. If there is a mix of controlled and non-controlled territories for an SPU the OPT(s) follow the SPT(s).

Income participants may start a publisher chain or be included in one.

The following chart demonstrates the hierarchy that exists between these records (note that the shaded box indicates a record that can repeat).
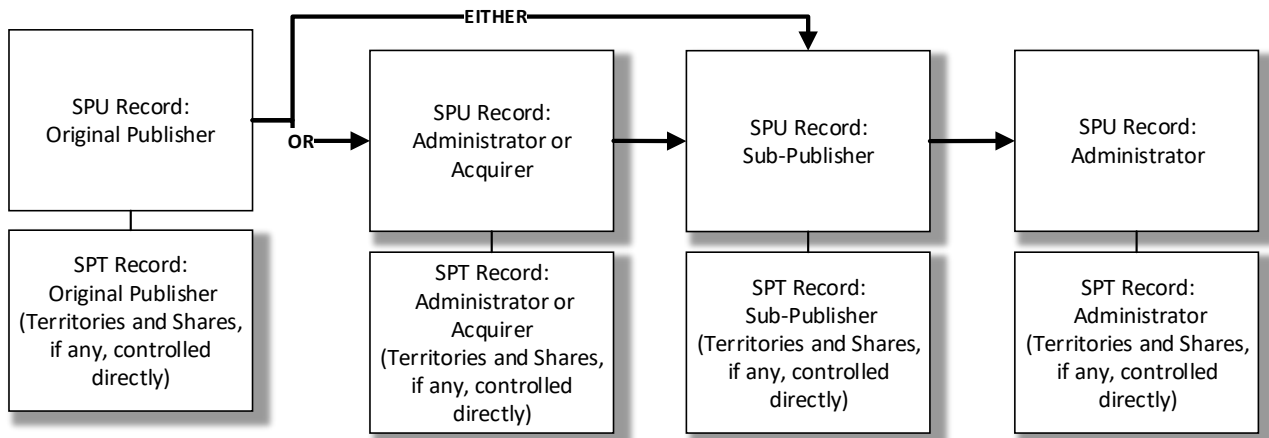
Note that the hierarchy repeats for each original publisher represented on the work. The following list is a representation of the hierarchy based on the appearance of records within a transaction:

> SPU (Original Publisher/Income Participant)
> > SPT (Territory of Control) for Original Publisher/Income Participant
> > - *Repeat SPT for each territory included or excluded*
>
> SPU (Administrator Publisher or Acquirer Publisher for previous Original Publisher/Income Participant)
> > SPT (Territory of Control) for Administrator
> > - *Repeat SPT for each territory included or excluded*
>
> SPU (First Sub-Publisher for previous Original Publisher/Income Participant)
> > SPT (First Territory of Control) for Sub-Publisher
> > - *Repeat SPT for each territory included or excluded applying to this Sub-Publisher that is not locally administered*
>
> SPU (Administrator Publisher) for previous Sub-Publisher if required
> > SPT (Territory of Control) for Administrator
> > - *Repeat SPT for each territory applying to this administrator*
>
> SPU (Last Sub-Publisher for previous Original Publisher/Income Participant)
> > SPT (First Territory of Control) for Sub-Publisher
> > - *Repeat SPT for each territory included or excluded*
>
> SPU (Administrator Publisher) for previous Sub-Publisher if required
> > SPT (Territory of Control) for Administrator
> > - *Repeat SPT for each territory applying to this administrator*

All SPU records with the same Publisher Sequence Number as the Original Publisher/Income Participant SPU are considered to be "linked" to the Original Publisher/Income Participant in a chain. Note that this hierarchy can be repeated if there are multiple Original Publishers for this work represented by the Submitter.

On co-publishing/administration deals, note that the co-publisher/administrator needs to submit two SPU records for itself - one as co-publisher and one as administrator for the original publisher they are administering.

Submission of OPU Records

When submitting OPU records, the first record in the chain must be the original publisher. If you know the sub-publisher(s) or administrator(s), these may be included in the chain if you choose. Publisher non-controlled collection (OPT) records are mandatory in a publisher chain with an OPU.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = SPU (Publisher Controlled by Submitter) or OPU (Other Publisher). See Record Prefix in Properties of Components.
Publisher Sequence Number	20	2	N	M	A sequential number assigned to the original publishers on this work.
Interested Party Number	22	11	A	C	Submitter's unique identifier for this publisher. This field is required for record type SPU and optional for record type OPU.
Publisher Name	33	45	A	C	The name of this publishing company. This field is required for record type SPU and optional for record type OPU.
Publisher Unknown Indicator	78	1	B	M	Indicates if the name of this publisher is unknown.
Publisher Role	79	2	L	C	Code defining this publisher's role in the publishing of the work. These values reside on the *Publisher Role Table*. This field is required for record type SPU and optional for record type OPU. Default Value: E
Publisher IPI Name Number	81	11	S	C	The IPI Name Number assigned to this publisher. If the record is of type SPU and followed by an SPT (and hence represents the file submitter), then the IPI Name Number is mandatory.
Publisher IPI Base Number	92	13	S	O	The IPI base number assigned to this publisher
USA License Indicator	105	1	L	O	Indicates that rights flow through SESAC/BMI/ASCAP/AMRA in the US

Record Level Validation

1. The first record within a chain must be for an Original Publisher or Income Participant (Publisher Role = "E" or "PA"). (TR)
2. Administrators and sub-publishers must be assigned the publisher sequence number belonging to the original publisher or income participant on whose behalf they administer/sub-publish. (TR)
3. For Registrations to ASCAP only – Where there is an ASCAP Original publisher there must be a collection territory that includes the United States within that chain of title. (TR – ASCAP only)
4. For registration MusicMark only – If the original publisher belongs to ASCAP then the sub-publisher or administrator in the chain for the US cannot belong to BMI or SESAC. (TR – MusicMark only)
5. For registration MusicMark only – If the original publisher belongs to BMI or SESAC then the sub-publisher or administrator in the chain for the US cannot belong to ASCAP. (TR – MusicMark only)

Field Level Validation

1. Publisher Sequence Number must be entered. The first publisher chain on a work must have Publisher Sequence Number set to 1. Each subsequent publisher chain must be set to the Publisher Sequence Number of the prior publisher chain incremented by 1. (TR)
2. If Record Type is equal to SPU, Interested Party Number must be entered. (TR)
3. If Record Type is equal to SPU, Publisher Unknown Indicator must be equal to "N". (TR)
4. If Publisher Unknown Indicator is not equal to "Y", Publisher Name must be entered. (TR)
5. If Record Type is equal to SPU, Publisher Role must be entered. (TR)
6. If Publisher Role is entered it must match an entry in the *Publisher Role Table*. (TR)
7. If Publisher IPI Name Number is entered, it must match a publisher entry in the IPI database. (FR – default to blank)
8. If Publisher IPI Base Number is entered, it must match an entry in the IPI database. (FR - default to blank)
9. If Record type is "OPU", and Publisher Role is invalid or missing, default to "E". (FR - default to "E")
10. If the Publisher Name matches the name of a society in the Transmitter Code Table, and the Publisher IPI Name Number is missing or invalid, then the registration is invalid. (TR)
11. If USA License Indicator is entered, it must match a value in the *USA License Indicator Table*. (FR)
12. If the role code is 'AQ', this SPU record must follow an SPU record with a role code of 'E'. (TR)
13. If entered, Publisher Name must contain only valid characters from the character set noted in the HDR record. (TR)

14. If Record Type is equal to SPU and the Submitter is the collecting publisher the Publisher IPI Name Number must be entered. (TR)
15. For registrations to SGAE only - All SPU records for Spanish sub-publishers must include a Recipient Agreement Number, or a Specific agreement must already have been notified to SGAE. (TR – SGAE only)

4.3   NPN: Non-Roman Alphabet Publisher Name

Record Description

This record identifies publisher names for this work in non-roman alphabets. The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written. This record can be used to identify the name of the publisher in the preceding SPU/OPU record.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type =NPN. See Record Prefix in Properties of Components.
Publisher Sequence Number	20	2	N	M	A sequential number assigned to the original publishers on this work.
Interested Party Number	22	11	A	M	Submitter's unique identifier for this publisher.
Publisher Name	33	480	A	M	The name of this publishing company in non-roman alphabet.
Language Code	513	2	S	O	The Language code of the name. Values and reference for this field reside in the *Language Code Table*.
Script Code	515	4	S	O	The code representing the language script of this title. These values and reference reside in the *Script Code Table*.

Record Level Validation

1.   This record must immediately follow an SPU or OPU that refers to the publisher named here. (RR)

Field Level Validation

1.   Publisher Sequence Number must be entered and must match the Publisher Sequence Number of the corresponding SPU or OPU record. (RR)
2.   Interested Party Number must be entered and must match the Interested Party Number of the corresponding SPU or OPU record. (RR)
3.   Publisher Name must be entered. (RR)
4.   Language code, if entered, must be a valid code from the Language Code Table. (FR - default to spaces)
5.   Script Code, if entered, must match an entry in the Script Code Table. (FR - default to spaces)

4.4   SPT: Publisher Territory of Control
4.5   OPT: Publisher Non-Controlled Collection

Record Description

The SPT record defines the territory and the collection shares for the preceding SPU publisher. Note that SPT records follow an SPU, NPN (Non-Roman alphabet Publisher Name), or another SPT record. The SPT record cannot be used with OPU records. Include one SPT record for each territory, or groups of territories for which the preceding publisher has collection rights. It is also possible to use a combination of include and exclude SPT records. For example, to specify collection shares for all of Europe except Switzerland, you can provide an SPT record to include Europe, and one to exclude Switzerland. By its nature, the SPT used to exclude a territory should not have any share percentages greater than zero. It is possible to have all zero shares on an SPT that includes one or more territories. Such a record would be used to record a publisher's place in the chain of agreements.

The sequence number should run from 1 to the number of SPTs for each SPU.

The OPT record is used to record non-controlled collection. OPT records are required to ensure total collection for a territory & Recipient Code equals 100% but should not be treated as providing authoritative information (whether it follows an OPU or an SPU). They are useful in making clear the total collection for a territory where shares change on sub-publication or where the territories of controlled collection vary between chains.

An OPT can follow an OPU or an SPU. An SPT can never follow an OPU. An OPT can follow an SPT under the same SPU and an SPT can follow an OPT under the same SPU.

Recipient assigned publisher to publisher agreement numbers are recorded in the SPT for the sub-publisher or administrator. Often it will be the society to which the sub-publisher or the acquiring party is affiliated which assign the Recipient Agreement Number to the publisher to publisher agreement.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = SPT (Publisher Territory of Control) or OPT (publisher non-controlled collection). See Record Prefix in Properties of Components.
Sequence Number	20	3	N	M	A sequential number assigned to each SPT following an SPU.
Interested Party Number	23	11	A	M	Submitter's unique identifier for this Publisher.
PR Collection Share	34	5	N 999v99	C	Defines the percentage of the total royalty distributed for performance of the work which will be collected by (paid to) the publisher within the above Territory. It can be a range from 0 to 50.00.
MR Collection Share	39	5	N 999v99	C	Defines the percentage of the total royalty distributed for sales of CDs, Cassette Tapes, etc. in which the work is included which will be collected by (paid to) the publisher. It can be a range from 0 to 100.00.
SR Collection Share	44	5	N 999v99	C	Defines the percentage of the total royalty distributed for Synchronization rights to the work which will be collected by (paid to) the publisher. It can be a range from 0 to 100.00.
Inclusion/ Exclusion Indicator	49	1	L	M	This is a marker which shows whether the territory specified in this record is part of the territorial scope of the agreement or not. Possible entries are I (= territory included) and E (= territory excluded).
Territory Code	50	4	S	M	A territory within which this publisher claims the right to collect payment for performance or use of this work represented by TIS-N codes. These values and reference reside in the *Territory Code Table*.
PR Affiliation Society Number	54	4	L	C	Number assigned to the Performing Rights Society with which the publisher is affiliated in the territory described in this SPT/OPT. These values reside on the *Transmitter Code Table*.
MR Affiliation Society Number	58	4	L	C	Number assigned to the Mechanical Rights Society with which the publisher is affiliated in the territory described in this SPT/OPT. These values reside on the *Transmitter Code Table*.
SR Affiliation Society Number	62	4	L	C	Number assigned to the Society with which the publisher is affiliated for administration of synchronization rights in the territory described in this SPT/OPT. These values reside on the *Transmitter Code Table*.
Special Agreement Indicator	66	1	L	O	Indicates publisher claiming reversionary rights. Note that this flag only applies to societies that recognize reversionary rights (for example, SOCAN). These values reside on the *Special Agreement Indicator Table.*
First Recording Refusal Indicator	67	1	F	O	Indicates whether the submitter has refused to give authority for the first recording in the territory described in this SPT.
Submitter Agreement Number	68	14	A	O	Indicates the agreement number unique to the Submitter under which this publisher has acquired the rights to this work.
Recipient Agreement Number	82	14	A	O	The agreement number as assigned by the Recipient of the transaction.

Agreement Type	96	2	L	O	Code defining the category of agreement. The values reside in the *Agreement Type Table*.
Recipient Code	98	4	L	M	The intended recipient of the SPT/OPT record. These values reside in the *Transmitter Code Table* (in the case of a Society this will be their CISAC Society Code).

Record Level Validation
1. If the Inclusion/Exclusion Indicator is "I", at least one of PR Collection Share, MR Collection Share, or SR Collection Share must be greater than zero. (TR)
2. Each Territory (TIS-N code) included on an SPT/OPT record can only be linked to one SPU/OPU for a given right and Recipient Code. (TR)
3. For registrations to ASCAP only – The first SPT record immediately following an SPU must have the "Inclusion/Exclusion Indicator" set to "I". (TR – ASCAP only)
4. For registrations to SGAE only - SPT records for final Sub-Publishers with SGAE interest must include a pre-notified Recipient Agreement number unless the Agreement Type field is set to "OS" or "PS". (TR – SGAE only)
5. For registrations to SGAE only - If the record is of SGAE interest then it must include an Agreement Type. (TR – SGAE only)

Field Level Validation
1. When entered, SPT records must follow an SPU, NPN or SPT record. (TR)
2. The Interested Party Number must be entered and must be equal to the Interested Party Number on the previous SPU record. (TR)
3. PR Collection Share must be between 00000 (0%) and 5000 (50%). (TR)
4. MR Collection Share must be between 00000 (0%) and 10000 (100%). (TR)
5. SR Collection Share must be between 00000 (0%) and 10000 (100%). (TR)
6. TIS-N Code must be entered and must match an entry in the *Territory Code Table*. (TR)
7. Inclusion/Exclusion Indicator must be entered and must be either "E" for excluded or "I" for included. (TR)
8. Sequence Number must be present. (RR)
9. Sequence Number must be 1 for the first SPT/OPT after an SPU/OPU, and increment by 1 for each subsequent SPT/OPT. (RR)
10. When entered, OPT records must follow an SPU, NPN, SPT, OPU or OPT record. (TR)
11. If Submitter Agreement Number is entered, it must match the identifier for an agreement on file with the society of the acquiring party. (FR - default to spaces)
12. If entered, PR Affiliation Society Number must match an entry in the *Transmitter Code Table.* (FR – default to spaces)
13. If entered, MR Affiliation Society Number must match an entry in the *Transmitter Code Table.* (FR – default to spaces)
14. If entered, SR Affiliation Society Number must match an entry in the *Transmitter Code Table.* (FR – default to spaces)
15. If entered, Special Agreement Indicator must match an entry in the *Special Agreement Indicator Table*. (FR - default to spaces)
16. If Record Type is "OPT", Special Agreements Indicator can only be "L" or blank. (FR - default to space)
17. If entered, First Recording Refusal Indicator must be equal to Y or N. (FR - default to spaces) If Agreement Type is entered, it must match an entry in the Agreement Type Table. (FR)
18. For registrations to GEMA only – If Record Type is equal to "SPT" and the Publisher Role on the preceding SPU is equal to "SE", an Agreement Type must be entered. (TR – GEMA only).
19. For registrations to Recipients requiring Assigned Agreement Numbers only: A Recipient Assigned Agreement Number must be provided .(TR)
20. For registrations to Recipients requiring Recipient Assigned Agreement Numbers only:– The provided Recipient Assigned Agreement Number must not represent a terminated agreement (TR)

21. For registrations to Recipients requiring Recipient Assigned Agreement Numbers only: The provided Recipient Assigned Agreement Number must exist in the Society system (TR)

22. For registrations to Recipients requiring Recipient Assigned Agreement Numbers only:– The claimed territory on the provided Recipient Assigned Agreement Number must be included in the agreement on file at the Society (TR)

23. For registrations to ICE Societies only – The Recipient Assigned Agreement Number must refer to the quoted combination of Submitter, Assignor and Agreement number on SPU on transaction (TR – ICE only)

24. For registrations to SACEM only – If Submitter Type in the HDR record is PB, then the IPI Name Number provided for the original publisher SPU must be equal to the IPI Name Number for the assignor in the agreement identified by the SACEM Recipient Agreement Number found in the relevant SPT paired with that SPU. (TR – SACEM only)

4.6   SWR: Writer Controlled By Submitter
4.7   OWR: Other Writer

Record Description

The SWR record contains specific information on a writer controlled by the Submitter. Submitters will, on a best efforts basis, provide the writer's IPI Name Number to aid exact identification by Recipients.

The OWR record contains whatever information is available on writers that are not controlled by the Submitter.

Subsequent to each SWR record, SWT records (Writer Territory of Control) may be inserted to designate Collection Shares for the related writer within a designated territory.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = SWR (Writer Controlled by Submitter) or OWR (Other Writer). See Record Prefix in Properties of Components.
Interested Party Number	20	11	A	M	Submitter's unique identifier for this Writer. This field is required for both record type SWR and OWR.
Writer Last Name	31	45	A	C	The last name of this writer. Note that if the submitter does not have the ability to split first and last names, the entire name should be entered in this field in the format *"Last Name, First Name"* including the comma after the last name.
Writer First Name	76	30	A	O	The first name of this writer along with all qualifying and middle names.
Writer Unknown Indicator	106	1	B	M	Indicates if the name of this writer is unknown.
Writer Role	107	2	L	M	Code defining the role the writer played in the composition of the work. These values reside in the *Writer Role Table*.
Writer IPI Name Number	109	11	S	O	The IPI Name Number assigned to this writer.
Writer IPI Base Number	120	13	S	O	The IPI base number assigned to this writer. These values reside in the IPI database.
Reversionary Indicator	133	1	F	O	Indicates writer involved in the claim. Note that this flag only applies to societies that recognize reversionary rights (for example, SOCAN).
First Recording Refusal Indicator	134	1	B	O	Indicates whether the submitter has refused to give authority for the first recording. Note that this field is mandatory for registrations with the UK societies.
Work For Hire Indicator	135	1	B	O	Indicates whether or not this writer's contribution was written for hire.
USA License Indicator	136	1	L	O	Indicates that rights flow through SESAC/BMI/ASCAP/AMRA in the US. These values reside in the *USA License Indicator Table.*

Field Level Validation

1. Interested Party Number must be entered. (TR)
2. Submitters must ensure that the Interested Party Number is unique within their system for both current and past controlled parties. (TR)
3. For SWR and OWR records, Writer Role Code must be entered. (TR)
4. If Record Type is equal to SWR, Writer Unknown Indicator must be equal to "N". (TR)

5. If Writer Unknown Indicator is not equal to "Y", Writer Last Name must be entered. (TR)
6. If entered, Writer Role Code must match an entry in the *Writer Role Table*. (TR)
7. If entered, Writer IPI Name Number must match a writer entry in the IPI database. (FR – default to spaces)
8. If entered, Reversionary Indicator must be equal to Y, N, or U. (FR - default to spaces)
9. If entered, First Recording Refusal Ind must be equal to Y or N. (FR - default to spaces)
10. If entered, Work for Hire Indicator must be equal to 'Y' or 'N' (FR - default to spaces)
11. When Version equals "MOD", there must exist a SWR/OWR with Writer Role of "AR", "TR", "SA", "SR" or "AD". (TR)
12. If Writer IPI Base Number is entered, it must match an entry in the IPI database. (FR - default to spaces)
13. If USA License Indicator is entered, it must match a value in the USA License Indicator Table. (FR)
14. For Registrations to SGAE only – The Writer Last Name must not be set to "Unknown" or any other name indicating the Writer is not known (TR – SGAE only)
15. Writer Last Name must contain only valid characters from the character set noted in the HDR record. (TR)

16. If entered, Writer First Name must contain only valid characters from the character set noted in the HDR record. (TR)

17. Writer Last Name must contain either last name only, the entire name in the format *"Last Name, First Name"* including the comma after the last name or if unknown then "Unknown" must be sent. (TR)

4.8 NWN: Non-Roman Alphabet Writer Name

Record Description

This record identifies writer names in non-roman alphabets for this work. The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written. This record can be used to identify the name of the writer in the preceding SWR/OWR record.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NWN. See Record Prefix in Properties of Components.
Interested Party Number	20	11	A	C	Submitter's unique identifier for this Writer.
Writer Last Name	31	160	O	M	The last or single name of this writer.
Writer First Name	191	160	O	O	The first name of this writer.
Language Code	351	2	S	O	The Language code of the name. Values and reference for this field reside in the *Language Code Table*.
Script Code	353	4	S	O	The code representing the language script of this writer name. These values and reference reside in the *Script Code Table*.

Record Level Validation

1. This record must immediately follow an SWR or an OWR that refers to the writer named here. (RR)

Field Level Validation

1. Interested Party Number must be entered and must match the Interested Party Number of the corresponding SWR or OWR record. (RR)
2. Writer Name must be entered. (RR)
3. Language code, if entered, must be a valid code from the *Language Code Table*. (FR - default to spaces)
4. Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)

4.9 SWT: Writer Territory of Control
4.10 OWT: Other Writer Collection

Record Description

The SWT record specifies collection shares for a writer and the applicable territory or territories for the collection shares. Note that SWT records must follow an SWR, NWN (Non-Roman Alphabet Writer Name) or another SWT record and cannot be used with OWR records. One SWT record must be used for every territory that is included or excluded. Where the writer collects one share percentage for the world (TISN 2136) it is sufficient to use one SWT record. If a writer collects a higher percentage in certain territories either provide an include SWT for each territory, or use once world

SWT, exclude SWT records with zero shares for the higher share territories and include SWT records for the same territories reflecting the higher shares.

The sequence number should run from 1 to the number of SWTs for each SWR.

The OWT record is used to record collection for non-controlled writers. OWT records are required to ensure total collection for a territory & Recipient Code equals 100% but should not be treated as providing authoritative information. They can be useful in making clear the total collection for a territory where shares change on sub-publication or where the territories of controlled collection vary between chains.

An OWT can follow an OWR. It can never appear in a controlled chain (that is after a SWR).

The SWT and OWT records for a given work should cover the same overall territory (ie. the total territories in the SWT and OWT records linked to a given SWR on a work should equal those on SWT's and OWT's linked to any other SWR or OWR linked to the same work).

The SWT and OWT records should cover an overall territory greater than or equal to that shown in the SPT and OPT records for a given work.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = SWT (writer Territory of Control) or OWT (other writer collection). See Record Prefix in Properties of Components.
Sequence Number	20	3	N	M	A sequential number assigned to each territory following an SWR or OWR
Interested Party Number	23	11	A	C	Submitter's unique identifier for this Writer.
PR Collection Share	34	5	N 999v99	O	Defines the percentage of the total royalty distributed for performance of the work which will be collected by (paid to) the writer within the above Territory. Within an SWT record, can be a range from 0 to 100.00.
MR Collection Share	39	5	N 999v99	O	Defines the percentage of the total royalty distributed for sales of CDs, Cassette Tapes, etc. in which the work is included which will be collected by (paid to) the writer. Within an SWT record, can be a range from 0 to 100.00.
SR Collection Share	44	5	N 999v99	O	Defines the percentage of the total royalty distributed for Synchronization rights to the work which will be collected by (paid to) the writer. Within an SWT record, can be a range from 0 to 100.00.
Inclusion/Exclusion Indicator	49	1	L	M	This is a marker which shows whether the territory specified in this record is part of the territorial scope of the agreement or not. Possible entries are I (= territory included) and E (= territory excluded). These values reside in the *Inclusion/Exclusion Indicator Table.*
Territory Code	50	4	S	M	A territory within which this writer has the right to collect payment for performance of this work represented by TIS-N codes. These values and reference reside in the *Territory Code Table*.
PR Affiliation Society Number	54	4	L	O	Number assigned to the Performing Rights Society with which the writer is affiliated in the territory described in this SWT/OWT. These values reside on the *Transmitter Code Table*.
MR Affiliation Society Number	58	4	L	O	Number assigned to the Mechanical Rights Society with which the writer is affiliated in the territory described in this SWT/OWT. These values reside on the *Transmitter Code Table*.
SR Affiliation Society Number	62	4	L	O	Number assigned to the Mechanical Rights Society with which the writer is affiliated in the territory described in this SWT/OWT. These values reside on the *Transmitter Code Table*.
Recipient Code	66	4	L	M	The intended recipient of the SWT/OWT record. These values reside in the *Transmitter Code Table* (in the case of a Society this will be their CISAC Society Code).

Record Level Validation

1. If the Inclusion/Exclusion Indicator is "I", at least one of PR Collection Share, MR Collection Share, or SR Collection Share must be greater than zero. (TR)
2. Each Territory (TIS-N code) included on an SWT record can only be linked to one SWR for a given right. (TR)
3. If the Inclusion/Exclusion Indicator is "E", all Collection Shares must be set to zero. (TR).
4. For Registrations to ASCAP only - The first SWT record immediately following an SWR must have the "Inclusion/Exclusion Indicator" set to "I". (TR - ASCAP only)

Field Level Validation

1. An SWT record must follow an SWR, NWN or SWT record. (TR)
2. For an SWT record The Interested Party Number must be entered and must be equal to the Interested Party Number on the previous SWR record. (TR)
3. PR Collection Share must be between 00000 (0%) and 10000 (100%). (TR)
4. MR Collection Share must be between 00000 (0%) and 10000 (100%). (TR)
5. SR Collection Share must be between 00000 (0%) and 10000 (100%). (TR)
6. TIS-N Code must be entered and must match an entry in the *Territory Code Table*. (TR)
7. Inclusion/Exclusion Indicator must be entered and must be either "E" for excluded or "I" for included. (TR)
8. Sequence Number must be present. (RR)
9. Sequence Number must be 1 for the first SWT after an SWR and increment by 1 for each subsequent SWT. (RR)
10. An OWT must follow an OWR, NWN, or OWT record. (TR)
11. An OWT must not follow a SWR in a controlled chain. (TR)
12. For an OWT record the Interested Party Number must be equal to the Interested Party Number on the previous OWR record. Note that this can be blank (TR)
13. If entered, PR Affiliation Society Number must match an entry in the Society Code Table. (FR - default to spaces)
14. If entered, MR Affiliation Society Number must match an entry in the Society Code Table (FR - default to spaces)
15. If entered, SR Affiliation Society Number must match an entry in the Society Code Table. (FR - default to spaces)
16. The total territories in the SWT and OWT records linked to a given SWR on a work must equal the total of those SWT's and OWT's linked to any other SWR or OWR linked to the same work. (TR)
17. The SWT and OWT records linked to a given work should cover an overall territory greater than or equal to that shown in the SPT and OPT records for a given work. (TR)

4.11   MAN: Writer Manuscript Share

Record Description

The Writer Manuscript Share record represents the proportion of a work written by a writer, as agreed between the writers who contributed to the work.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = MAN (Writer Manuscript Share). See Record Prefix in Properties of Components.
Writer IP Number	20	11	A	M	The writer interested party number pointing back to the *Interested Party Number* of the SWR/OWR record in an explicit link.
PR Manuscript Share	31	5	N 999v99	M	Defines the percentage of the work that the writer contributed to with regards to the performance rights. It can be a range from 0 to 100.00.
MR Manuscript Share	36	5	N 999v99	M	Defines the percentage of the work that the writer contributed to with regards to the mechanical rights. It can be a range from 0 to 100.00.
SR Manuscript Share	41	5	N 999v99	M	Defines the percentage of the work that the writer contributed to with regards to the synchronization rights. It can be a range from 0 to 100.00.

Transaction Level Validation

1. MAN records must follow an SWT or OWT record. (TR)

Field Level Validations

1. Writer IP Number must match the Interested Party Number entered on the preceding SWR/OWR record.(TR)
2. PR Manuscript Share must be between 00000 (0%) and 10000 (100%). (TR)
3. MR Manuscript Share must be between 00000 (0%) and 10000 (100%). (TR)
4. SR Manuscript Share must be between 00000 (0%) and 10000 (100%).(TR)

4.12   PWR: Publisher for Writer

Record Description

The PWR record is used to indicate the publisher that represents the writer designated on the previous SWR or OWR record. Use a separate PWR record to document each publisher that represents the writer.

Writer to publisher agreement numbers are recorded in the PWR. It is assumed that the society of the original publisher is the one that assigns the Recipient Agreement Number to a writer to publisher agreement.

If a Recipient Agreement Number is included then a Recipient Code also must be populated. This is to identify the issuer of the number.

If a publisher is a direct member of multiple societies and so has registered multiple original agreements then one PWR should be included for each society.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = PWR (Publisher for Writer). See Record Prefix in Properties of Components.
Publisher Sequence Number	20	2	N	M	Reference to publisher chain this link relates to. This allows the specific original publisher/income participant entry for this relationship to be identified.
Publisher IP Number	22	11	A	C	The publisher interested party number pointing back to the SPU/OPU record for the original publisher/income participant representing this writer.
Writer IP Number	33	9	A	C	The writer interested party number pointing back to the SWR/OWR record in an explicit link.
Submitter Agreement Number	42	14	A	O	The unique number assigned to this agreement by the submitter.
Recipient Code	56	4	L	C	Recipient Code relating to the Recipient Agreement Number. These values reside on the *Transmitter Code Table*.
Recipient Agreement Number	60	14	A	O	The agreement number as assigned by the Recipient of the transaction.
Agreement Type	74	2	L	O	Code defining the category of agreement. The values reside in the *Agreement Type Table*.

Record Level Validation

Field Level Validation

1. If Submitter Agreement Number is entered, it must match the identifier for an original agreement on file with the society of the original publisher. (FR - default to spaces)
2. If Recipient Agreement Number is entered, it must match the identifier for an original agreement on file with the society of the original publisher. (FR - default to spaces)
3. For registrations to MusicMark societies only - If SWR is BMI then any related publisher must be BMI or non-US PRO. If SWR is ASCAP then any related publisher must be ASCAP or non-US PRO. (TR)
4. Publisher Sequence Number must be entered and it must match the Publisher Sequence Number of the relating Original SPU/OPU record. (TR)
5. For controlled chains (where the PWR follows an SWR) writer IP Number must be entered.(TR)
6. For controlled chains (where the PWR follows an SWR) the Publisher IP Number must be entered. (TR)
7. Writer IP Number must match the Interested Party Number entered on the preceding SWR/OWR record. Note this can be blank on an OWR record. (TR)

8. Publisher IP Number must match the Interested Party Number for the original publisher/income participant referenced by the publisher sequence Number field. Note this can be blank on an OWR record. (TR)
9. For registrations to ICE Societies only – Agreement number missing on PWR (TR – ICE only)
10. For registrations to ICE Societies only – Agreement not found in ICE on quoted combination of Submitter, Assignor and Agreement number on PWR on transaction (TR – ICE only)
11. For registrations to ICE Societies only – Agreement is terminated (TR – ICE only)
12. For registrations to ICE Societies only – Agreement number on PWR does not exist in ICE (TR – ICE only)
13. For registrations to ICE Societies only – Claimed territory on transaction is not included on publisher's agreement in ICE (TR – ICE only)
14. For registrations to ICE Societies only – Original publisher on transaction does not own the quoted agreement number (TR – ICE only)
15. If Agreement Type is entered, it must match an entry in the Agreement Type Table. (FR)
16. If entered, Recipient Code must match an entry in the *Transmitter Code Table*. (FR - default to spaces)
17. If a value is entered into the Recipient Agreement Number field then a Recipient Code must be populated (TR)

4.13   ALT: Alternative Title

Record Description

This record identifies alternative titles for this work. The language code is used to identify titles that have been translated into a language other than the original. Note that this applies to translation of the title only - not a translation of the work. Including record type VER would indicate a work translation.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = ALT (Alternative Title). See Record Prefix in Properties of Components.
Alternative Title	20	60	A	M	AKA or pseudonym of the work title.
Title Type	80	2	L	M	Indicates the type of alternative title presented on this record. These values reside in the *Title Type Table*.
Language Code	82	2	S	C	The code representing the language that this alternative title has been translated into. A language Code Must be entered if the Title Type is equal to "OL" or "AL". Values and reference for this field reside in the *Language Code Table*.

Field Level Validation

1. Alternative Title must be entered. (RR)
2. Title Type must be entered and must match an entry in the Title Type Table other than "OT" (Original Title). (FR - default to Alternative Title)
3. If Language Code is entered, it must match an entry in the Language Code Table. (RR)
4. The Alternative Title must contain only valid characters from the character set noted in the HDR record unless the Title Type is equal to "OL" or "AL". (RR)
5. If the Title Type is equal to "OL" or "AL", the Alternative Title must contain only valid characters from the character set noted in the HDR record. (RR).
6. If the Title Type is equal to "OL" or "AL", Language Code must be entered. (RR)

4.14   NAT: Non-Roman Alphabet Title

Record Description

This record identifies titles in other alphabets and/or scripts for this work. The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written. This record can be used to describe the original title of a work, and it can also be used to describe alternative titles.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NAT (Non-Roman Alphabet Title). See Record Prefix in Properties of Components.
Title	20	640	A	M	The work title in non-Roman alphabet
Title Type	660	2	L	M	Indicates the type of title presented on this record (original, alternative etc.). These values reside in the *Title Type Table*.
Language Code	662	2	S	O	The Language code of the title. Values and reference for this field reside in the *Language Code Table*.

| Script Code | 664 | 4 | S | O | The code representing the language script of this title. These values and reference reside in the *Script Code Table*. |

Record Level Validation

1. Only one instance of this record per work can contain the title type of original title.

Field Level Validation

1. Title must be entered. (RR)
2. Title Type must be entered and must match an entry in the *Title Type Table*. (FR - default to Alternative Title)
3. If Language Code is entered, it must match an entry in the *Language Code Table*. (FR - default to spaces)
4. Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)

4.15   OWK: Original Work Details

Record Description

If the work being submitted in the WRK transaction is an excerpt, a composite or a version of other work(s), the OWK record is used to identify the Original Work(s) from which the work submitted has been derived. When available, one or two of the writers of the Original Work can be provided, in order to help confirming without ambiguity the identity of the work.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = OWK (Original Work Details). See Record Prefix in Properties of Components.
Original Work Title	20	60	A	M	The title of the Original Work.
ISWC of Original Work	80	11	S	O	The International Standard Work Code assigned to the Original Work.
Submitter Original Work Number	91	14	A	O	Number assigned to the original work by the party submitting the file. This number must be unique for the submitter.
Opus Number	105	25	A	O	Indicates the number assigned to the original work, usually by the composer. Part numbers are to be added with an # e.g. 28#3 (meaning Opus 28 part 3).
Catalogue Number	130	25	A	O	The work catalogue number of the Original Work. The abbreviated name of the catalogue is to be added (like BWV, KV), without dots. Part numbers are to be added with an # e.g. KV 297#1 (meaning Köchel Verzeichnis Nr.297 part 1).
Duration	155	6	T	O	The duration of the Original Work.
Language Code	161	2	S	O	The code defining the language in which the Original Work was originally written. Values and reference for this field reside in the *Language Code Table*.
Writer 1 Last Name	163	45	A	O	Last name of the original writer/composer of the Original Work. Note that if the Submitter does not have the ability to split first and last names, the entire name should be entered in this field in the format *"Last Name, First Name"* including the comma after the last name.
Writer 1 First Name	208	30	A	O	First name of the original writer/composer of the Original Work.
Writer 1 IPI Name Number	238	11	S	O	The IPI Name Number assigned to the first writer of the Original Work.
Writer 1 IPI Base Number	249	13	S	O	The IPI base number assigned to this writer. These values reside in the IPI database.

Writer 2 Last Name	262	45	A	O	Last name of the second writer of this component. Note that if the submitter does not have the ability to split first and last names, the entire name should be entered in this field in the format *"Last Name, First Name"* including the comma after the last name.
Writer 2 First Name	307	30	A	O	First name of the second writer of this component.
Writer 2 IPI Name Number	337	11	S	O	The IPI Name Number assigned to the second writer of the Original Work.
Writer 2 IPI Base Number	348	13	S	O	The IPI base number assigned to this writer. These values reside in the IPI database.

Record Level Validation
1. If the work submitted is an excerpt at most one OWK record is allowed per transaction (TR).

Field Level Validation
1. Original Work Title must be entered and must not be blank. (RR)
2. If entered, the ISWC of Original Work must be a valid ISWC. (FR - default to spaces)
3. If entered, Language Code must match an entry in the Language Code Table. (FR- default to spaces)
4. If entered, Writer 1 IPI Name Number must match an entry for the Writer in the IPI database. (FR - default to spaces)
5. If entered, Writer 2 IPI Name Number must match an entry for the Writer in the IPI database. (FR - default to spaces)
6. If entered, Writer 1 IPI Base Number must match an entry in the IPI database. (FR- default to spaces)
7. If entered, Writer 2 IPI Base Number must match an entry in the IPI database. (FR- default to spaces)
8. If entered, the Submitter Work Number must uniquely identify the work. (FR- default to spaces)
9. Original Work Title must contain only valid characters from the character set noted in the HDR record. (RR)
10. If entered, Writer 1 Last Name must contain only valid characters from the character set noted in the HDR record. (FR)
11. If entered, Writer 1 First Name must contain only valid characters from the character set noted in the HDR record. (FR)
12. If entered, Writer 2 Last Name must contain only valid characters from the character set noted in the HDR record. (FR)
13. If entered, Writer 2 First Name must contain only valid characters from the character set noted in the HDR record. (FR)

4.16   NOT: Non-Roman Alphabet Original Work Title

Record Description
This record identifies titles in other alphabets for the preceding original work (OWK). The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written. This record can be used to describe the original title of a work, and it can also be used to describe alternative titles.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NOT
Title	20	640	A	M	The title in non-Roman alphabet.
Language Code	660	2	S	O	The Language code of the title. Values and reference for this field reside in the *Language Code Table*.
Script Code	662	4	S	O	The code representing the language script of this title. These values and reference reside in the *Script Code Table*.

Record Level Validation
1. This record must contain the title for the work described in the immediately preceding OWK record. (RR)

Field Level Validation
1. Title must be entered. (RR)
2. If Language Code is entered, it must match an entry in the *Language Code Table*. (FR - default to spaces)

3.   Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)

4.17   NOW: Non-Roman Alphabet Other Writer Name

Record Description

This record identifies writer names in non-roman alphabets for the work named in an OWK record. The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NOW. See Record Prefix in Properties of Components.
Writer Name	20	160	O	M	The last or single name of this writer.
Writer First Name	180	160	O	M	The first name of this writer.
Writer Position	340	1	N	O	The position of the writer in the corresponding OWK record (ie. 1 or 2)
Language Code	341	2	S	O	The Language code of the name. Values and reference for this field reside in the *Language Code Table*.
Script Code	343	4	S	O	The code representing the language script of this writer name. These values and reference reside in the *Script Code Table*.

Record Level Validation

1.   This record must follow an OWK, or NOT that refers to a work written by the writer named here. (RR)

Field Level Validation

1.   Writer Name must be entered. (RR)
2.   Language code, if entered, must be a valid code from the *Language Code Table*. (FR - default to spaces)
3.   Writer Position, if entered, must be either "1" or "2". (FR – default to "1")
4.   Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)

4.18   PER: Live Performing Artist

Record Description

The name of a person or group performing this work in public.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = PER (Performing Artist). See Record Prefix in Properties of Components.
Performing Artist Name	20	45	A	M	Last name of a person or full name of a group that has performed the work in public. Note that if the performer is known by a single name, it should be entered in this field.
Performing Artist First Name	65	30	A	O	First name associated with the performing artist identified in the previous field.
Performing Artist IPI Name Number	95	11	S	O	The IPI Name Number corresponding to this performing artist. Values reside in the IPI database.
International Standard Name Identifier	106	16	S	O	The ISNI assigned to the performing artist. Values reside in the INSI-IA Database
Performance Language	122	2	S	C	The language used in the performance. Values and reference for this field reside in the *Language Code Table*.
Performance Dialect	124	3	S	C	The dialect used in the performance – must be a valid code from ISO 639-2(T). These values and reference reside in the *Dialect Code Table* e.g. if the performance is in Mandarin, YUE Cantonese, MIN NAN or HAKKA, then use: CHN, YUH, CFR or HAK

Field Level Validation

1. Performing Artist Last Name must be entered. (RR)
2. If Performing Artist IPI Name Number is entered, it must match an entry on the IPI database. (FR - default to spaces)
3. Performing Artist Last Name must contain only valid characters from the character set noted in the HDR record. (RR)
4. If entered, Performing Artist First Name must contain only valid characters from the character set noted in the HDR record. (RR)
5. If International Standard Name Identifier is entered it must match an entry in the ISNI-IA Database. (FR - default to spaces)
6. If entered, Performance Dialect must match an entry in the *Dialect Code Table*. (FR – default to spaces)

4.19 NPR: Non-Roman Alphabet Live Performing Artist

Record Description

This record contains either the non-roman alphabet name of a person or group performing this work in public, or the language/dialect of the performance. The Language Code is used to identify the language and the Script Code is used to identify the script or alphabet in which the language is written. This is particularly important for Chinese dialects such as Cantonese. Performance Dialect, if entered, must be a valid code from ISO 639-2(T). (FR)

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NPR. See Record Prefix in Properties of Components.
Performing Artist Name	20	160	A	C	Name of a person or full name of a group that has performed the work in public. Note that if the performer is known by a single name, it should be entered in this field.
Performing Artist First Name	180	160	A	O	First name of a person that has performed the work in public. .
Performing Artist IPI Name Number	340	11	S	O	The IPI Name Number corresponding to this performing artist. Values reside in the IPI database.
International Standard Name Identifier	351	16	S	O	The ISNI assigned to the performing artist.
Performance Language	367	2	S	C	The language used in the performance. Values and reference for this field reside in the *Language Code Table*.
Performance Dialect	369	3	S	C	The dialect used in the performance – must be a valid code from ISO 639-2(T). These values and reference reside in the *Dialect Code Table*
Language Code	372	2	S	O	The Language code of the name. Values and reference for this field reside in the *Language Code Table*.
Script Code	374	4	S	O	The code representing the language script of this Live Performing Artist. These values and reference reside in the *Script Code Table*.

Field Level Validation

1. If Performing Artist IPI Name Number is entered, it must match an entry on the IPI database. (FR - default to spaces)
2. Performance Language, if entered, must be a valid code from the *Language Code Table*. (FR - default to spaces)
3. One of Performing Artist Name, Performance Language, or Performance Dialect must be entered. (RR)
4. Performance Dialect, if entered, must match an entry in the *Dialect Code Table*. (FR - default to spaces)
5. If International Standard Name Identifier is entered it must match an entry in the INSI-IA Database. (FR - default to spaces)
6. If Language Code is entered, it must match an entry in the *Language Code Table*. (FR - default to spaces)
7. Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)

4.20   REC: Recording Detail

Record Description

Each REC record contains information on a recording of the submitted musical work.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = REC (Recording Detail). See Record Prefix in Properties of Components.
Release Date	20	8	D	O	Date the work was or will be released for public consumption. This date can be a past, present, or future date.
Recording Duration	28	6	T	O	Duration of the recording of the work.
ISRC	34	12	S	O	International Standard Recording Code of the recording of the work on the release (according to ISO 3901).
Recording Title	46	60	A	O	Title of the Sound Recording
Version Title	106	60	A	O	Title given to the version of the Sound Recording (for example: "remixed by")
Display Artist	166	60	A	O	Name of the artist of the Sound Recording
Display Artist IPI Name Number	226	11	S	O	The IPI Name Number corresponding to this performing artist. Values reside in the IPI database.
International Standard Name Identifier	237	16	S	O	The ISNI assigned to the performing artist.
Record Label	253	60	A	O	Name of the organisation that produced the Sound Recording of the work
ISRC Validity	313	1	L	C	If an ISRC is supplied, Indicates that the validity of the ISRC. These values can be found in the *ISRC Validity Indicator Table.*
Submitter Recording Identifier	314	14	A	O	The submitter's unique identifier for this recording.

Field Level Validation

1. At least one of the optional fields must be entered. (RR)
2. If entered, Release Date must be a valid date. (FR - default to zeros)
3. If entered, Recording Duration must be a valid combination of hours, minutes, and seconds. (FR - default to zeros)
4. If entered, ISRC must be a valid International Standard Recording Code. (FR- default to spaces)
5. If entered, Recording Title must contain only valid characters from the character set noted in the HDR record. (TR)
6. If entered, Version Title must contain only valid characters from the character set noted in the HDR record. (TR)
7. If an ISRC is supplied, ISRC Validity must be Y, N, or U. (RR)
8. If entered, the Submitter Recording Identifier must uniquely identify the recording. (RR)
9. If Display Artist IPI Name Number is entered, it must match an entry on the IPI database. (FR - default to spaces)
10. Display Artist must contain only valid characters from the character set noted in the HDR record. (FR – default to spaces)
11. If International Standard Name Identifier is entered it must match an entry in the ISNI-IA Database. (FR - default to spaces)

4.21   NRC: Non-Roman Alphabet Recording Detail

Record Description

Each NRC record contains information on a recording of the submitted musical work, including the non-roman alphabet recording title and name of the display artist.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = NRC (Non-Roman alphabet Recording Detail). See Record Prefix in Properties of Components.
Release Date	20	8	D	O	Date the work was or will be released for public consumption. This date can be a past, present, or future date.

Recording Duration	28	6	T	O	Duration of the recording of the work.
ISRC	34	12	S	O	International Standard Recording Code of the recording of the work on the release (according to ISO 3901).
Recording Title	46	60	A	O	Title of the Sound Recording
Version Title	106	60	A	O	Title given to the version of the Sound Recording (for example: "remixed by")
Display Artist	166	60	A	O	Name of the artist of the Sound Recording
Display Artist IPI Name Number	226	11	S	O	The IPI Name Number corresponding to this performing artist. Values reside in the IPI database.
International Standard Name Identifier	237	16	S	O	The ISNI number assigned to the performing artist.
Record Label	253	60	A	O	Name of the organisation that produced the Sound Recording of the work
ISRC Validity	313	1	L	C	If an ISRC is supplied, Indicates that the validity of the ISRC. These values can be found in the *ISRC Validity Indicator Table.*
Submitter Recording Identifier	314	14	A	O	The submitter's unique identifier for this recording.
Language Code	328	2	S	O	The Language code of the title. Values and reference for this field reside in the *Language Code Table*.
Script Code	330	4	S	O	The code representing the language script of this title. These values and reference reside in the *Script Code Table*.

Field Level Validation

1. At least one of the optional fields must be entered. (RR)
2. If entered, Release Date must be a valid date. (FR - default to zeros)
3. If entered, Recording Duration must be a valid combination of hours, minutes, and seconds. (FR - default to zeros)
4. If entered, ISRC must be a valid International Standard Recording Code. (FR- default to spaces)
5. If an ISRC is supplied, ISRC Validity must be Y, N, or U. (RR)
6. If entered, the Submitter Recording Identifier must uniquely identify the recording. (RR)
7. If Display Artist IPI Name Number is entered, it must match an entry on the IPI database. (FR - default to spaces)
8. If Display Artist IPI Base Number is entered, it must match an entry in the IPI database. (FR - default to spaces)
9. Language code, if entered, must be a valid code from the *Language Code Table*. (FR - default to spaces)
10. Script Code, if entered, must match an entry in the *Script Code Table*. (FR - default to spaces)
11. If International Standard Name Identifier is entered it must match an entry in the ISNI-IA Database. (FR - default to spaces)

4.22 ORN: Work Origin

Record Description

The purpose of this record is to describe the origin of the submitted work. The origin may be a production music library, or an audio-visual production, or a Grand Right work or a combination thereof. If the work originated in an AV production, additional information regarding the usage of the work within the production can be helpful. Note that the cue sheet is always the final authority for usage data.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = ORN (Work Origin). See Record Prefix in Properties of Components.
Intended Purpose	20	3	L	M	Indicates the type of production from which this work originated. These values reside in the *Intended Purpose Table*.
CD Identifier	23	15	A	C	If Intended Purpose is equal to LIB (Library Work), enter the identifier associated with the CD upon which the work appears. The value "INTERNET" should be used if the release is internet only and no such reference exists.
Cut Number	38	4	N	O	If Intended Purpose is equal to LIB (Library Work), enter the track number on the CD Identifier where the work appears.
Library	42	60	A	C	The library from which this work originated.
Production Title	102	60	A	C	Name of the production from which this work originated, such as the film, TV series, ballet or opera.
BLTVR	162	1	A	O	An indication of the primary use of the work within the AV production. The definitive source for cue usage is the cue sheet. These values reside on the *BLTVR Code Table*.
Production Number	163	12	A	O	The number generated by the production company to identify the work.
Episode Title	175	60	A	O	Title of the episode from which this work originated.
Episode Number	235	20	A	O	Number assigned to the episode by the producer.
Year of Production	255	4	N	O	The year in which the production of the film or episode was completed.
AVI Key...					*The following two fields form the unique key for the audio-visual work within the AV Index.*
AVI Society Code	259	4	L	O	The Society code of the society whose audio visual work detail entry is referenced in the AV Index. These values reside on the *Transmitter Code Table*.
Audio-Visual Number	263	15	A	O	Unique number used internally by the "owning" society to identify the audio-visual work as referenced in the AV Index.
V-ISAN					*The following five fields make up the V-ISAN unique identifier for audio-visual production in which this work is first used*
ISAN	278	12	S	O	Root Segment
Episode	290	4	S	O	Episode or Part number
Check Digit 1	294	1	S	O	Check Character for the root and episode segment.
Version	295	8	S	O	Version Segment
Check Digit 2	303	1	S	O	Check Character for the Version Segment
EIDR			S	O	*The following two fields are used for* EIDR
EIDR	304	20	S	O	Root Number
Check Digit	324	1	S	O	Check Character
Version Name	325	40	A	O	The title or description of the particular version to which the specific ISAN or EIDR relates.

Field Level Validation

1. Intended Purpose must be entered and must match an entry in the *Intended Purpose Table*. (RR)
2. If Intended Purpose is equal to "LIB" (Library Work), CD Identifier is required. If no such identifier exists the value "INTERNET" may be used and used for FR rejection. (FR)
3. If entered, Cut Number must be numeric. (FR)
4. If entered, BLTVR must contain one of "B" for background, "L" for logo, or "T" for theme, "V" for visual or "R" for rolled up cues. (FR)
5. If entered, the V-ISAN must be valid. (FR)
6. If entered, Year of Production must be a valid year. (FR)
7. If entered, AVI Key must match an entry in the AV Index. (FR)
8. Production Title or Library must be entered. (RR)
9. If entered, Production Title must contain only valid characters from the character set noted in the HDR record. (RR)
10. If entered, Episode Title must contain only valid characters from the character set noted in the HDR record.(FR)
11. If Intended Purpose is equal to "FIL" or "TEL" then a Production Title must be entered (TR).
12. If entered, the EIDR must be valid. (FR)

4.23 INS: Instrumentation Summary

Record Description

The INS record provides information on standard and non-standard instrumentation for serious works. If the Musical Work Distribution Category is SER then instrumentation detail is required using one or more Standard Instrumentation Type, one or more IND records, or one Instrumentation Description. The Instrumentation Description is the least desirable, and should be used only if the other fields are not available. It is possible to use both a Standard Instrumentation Type and one or more IND records to describe, for example, a wind quintet and a piano. It is also possible to use both one or more Standard Instrumentation Type and one or more IND records to describe, for example, a work written for two wind quintets and two pianos.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = INS (Instrumentation Summary). See Record Prefix in Properties of Components.
Number of Voices	20	3	N	O	Indicates the number of independent parts included in this work.
Standard Instrumentation Type	23	3	L	C	Describes instrumentation if standard instrumentation is used on this work. Note that this field is required if IND records are not entered and if Instrumentation Description is blank. These values reside in the *Standard Instrumentation Type Table*.
Instrumentation Description	26	50	A	C	Describes instrumentation if non-standard instrumentation is used on this work. Note that this field is required if IND records are not entered and if Standard Instrumentation Type is blank.

Record Level Validation

1. If IND records are not entered, Standard Instrumentation Type or Instrumentation Description must be entered. (TR)

4.24   IND: Instrumentation Detail

Record Description

The IND record provides information on standard instruments or voices for serious works. If the Musical Work Distribution Category is SER then instrumentation detail is required using one or more INS records as well as IND records to describe the individual instruments (if any).

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = IND (Instrumentation Detail). See Record Prefix in Properties of Components.
Instrument Code	20	3	L	M	Indicates the use of a specific instrument in this version of instrumentation. These values reside in the *Instrument Code Table*.
Number of Players	23	3	N	O	Indicates the number of players for the above instrument

Record Level Validation

1.   If provided, IND records must follow an INS or IND record. (RR)

Field Level Validation

1.   Instrument Code must be entered and must match an entry in the *Instrument Table*. (RR)
2.   Number of Players must be numeric. (RR)

4.25   MSG: Message

Record Description

MSG records are used to communicate the results of validation on individual transactions back to the transaction's Submitter. A table of all messages used for CWR can be found in the CWR Error Message Table. The combination of Record Type, Message Level and Validation Number can be used to reference the error in this document. Message Type provides you with the severity of the error. For example, if Message Type is equal to T, then the entire work registration has been rejected.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = MSG (Message). See Record Prefix in Properties of Components.
Message Type	20	1	L	M	Indicates whether this information is a warning, error, or for information only. These values reside in the *Message Type Table.*
Original Record Sequence Number	21	8	N	M	The Record Sequence Number within the transaction associated with this acknowledgment that caused the generation of this message.
Record Type	29	3	L	M	The record type within the original transaction that caused generation of this message. These values reside in the *Record Type Table.*
Message Level	32	1	L	M	The level of editing that was responsible for generation of this message. These values reside in the *Message Level Table.*
Validation Number	33	3	A	M	Identifies the specific edit condition that generated this message. Note that the combination of Record Type, Message Level, and Validation Number points back to a condition within this document.
Message Text	36	150	A	M	The text associated with this message.

Field Level Validation

1.   Message Type must be entered and must be equal to "F", "R", "T", "G" or "E". (TR)

2. Original Record Sequence Number must correspond to a value contained within the transaction that caused the generation of this message. (TR)
3. Message Level must be equal to "F", "R", "T", "G" or "E". (TR)
4. Message Text must be entered and must correspond to the validation referenced by Record Type, Message Level, and Validation Number within this document. (TR)
5. Record Type must be entered, and must correspond to the record being validated. (TR)
6. Validation Number must be entered and must refer to a validation in this document. (TR)

4.26 XRF: Work Code Cross Reference

Record Description

This Record contains identifiers issued by any organisation including but not limited to the intended recipient of the file (though the principle work identifier should still be provided in WRK, ACK and other headers).

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = XRF (Work Code Cross Reference). See Record Prefix in Properties of Components.
Organisation Code	20	4	S/A	M	Number assigned to the Organisation (e.g. Society, publisher, DSP etc...) which generated the Work Code. These values reside in the *Transmitter Code Table*, or can be "**ISW**" for ISWC or "**ISR**" for ISRC. *Note: Do not use "000"or "099".*
Identifier	24	14	A	M	An identifier that relates to this work Transaction which was issued by the Organisation identified in Organisation Code.
Identifier Type	38	1	L	M	The type of identifier. These values reside in the *Identifier Type Table.*
Identifier Validity	39	1	L	M	Indicates whether the Identifier is valid or not. These values reside in the *Identifier Validity Table.*

Field Level Validation
1. Organisation Code must be entered and must match an entry in the Transmitter Code Table or be "ISW" or "ISR". (RR)
2. Identifier Type must be entered and must be equal to W, R, or P. (RR)
3. Validity Indicator must be entered and must be equal to Y, N or U. (RR)

4.27 ARI: Additional Related Information

Record Description

This record may contain specific information or general information. The Work # is used to relate the work being registered to an entry in an unidentified performance/use list, or to correct a work referenced in a cue sheet, web site, etc. The free-text note contains general information addressed to one or all societies. It may be used for important information concerning the work registration. Societies are not obliged to process ARI records, even if the note is addressed to them. The note field should be used sparingly.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = ARI (Additional Related Information)
Society #	20	3	L	M	Number assigned to the Society to which the Note is addressed. These values reside Society Code Table. If the note is addressed to all societies that use the ARI record, use "000".
Work #	23	14	A	C	The Society work # that relates to this registration. It may have been found on an unidentified list, or a website etc.
Type of Right	37	3	L	M	Indicates that this information relates to performing rights, mechanical rights, sync. rights or all rights (ALL)
Subject Code	40	2	L	C	Subject of the ARI.
Note	42	160	A	C	Free text field pertaining to the type of right and subject specified above.

Record Level Validation

1. Either Work # or Note must be entered. (RR)

Field Level Validation

1. Society # must be entered and must match an entry in the Society Code table or "000". (RR)
2. Type of right must be entered and must be a valid right or "ALL" for all. (RR)
3. Subject Code must be entered if Note is not blank, and must match an entry in the *Subject Code table*. (RR)
4. For registrations to GEMA only – ARI records with subject code GW are mandatory in case the GEMA authors involved in the work have agreed on freely negotiated music and lyrics portions for the Performing Rights, i. e. where the submitter has entered Yes in Exceptional Clause and the distribution of shares in the work deviates from the basic distribution laid down in the GEMA distribution plan. Each ARI record must have a value of 035 in the society # field, a value of PER in the type of right field, a value of GW in the subject code field, search terms to check that the necessary information is contained in the note fields, and structured input in the Note Fields. ARI records with subject code GW are used to determine the ratio between music and lyrics (Role Split, ARI-type-1) as well as to indicate the ratio within the role CA (C/A-Split, ARI-type-2 or ARI-type-3). (TR – GEMA only)

4.28   FTV: Audio-visual Productions

Record Description

The purpose of this record is to describe audio-visual production into which the submitted work has been licensed over and above any AV production described in the ORN record. Note that the cue sheet is always the final authority for usage data.

Record Format

Field	Start	Size	Fmt	Req	Field Description
Record Prefix	1	19	A	M	Set Record Type = FTV (Audio-visual Productions). See Record Prefix in Properties of Components.
Intended Purpose	20	3	L	M	Indicates the type of production in which this work was used. These values reside in the *Intended Purpose Table*. Cannot be "GEN".
Production Title	23	60	A	M	Name of the production in which this work was used.
Production Number	83	12	A	O	The number generated by the production company to identify the work.
Episode Title	95	60	A	O	Title of the episode from which this work originated.
Episode Number	155	20	A	O	Number assigned to the episode by the producer.
Year of Production	175	4	N	O	The year in which the production of the film or episode was completed.
AVI Key...					*The following two fields form the unique key for the audio-visual work within the AV Index.*
AVI Society Code	179	4	L	O	The Society code of the society whose audio visual work detail entry is referenced in the AV Index. These values reside on the *Transmitter Code Table*.
Audio-Visual Number	183	15	A	O	Unique number used internally by the "owning" society to identify the audio-visual work as referenced in the AV Index.
V-ISAN					*The following five fields make up the V-ISAN unique identifier for audio-visual production in which this work is first used*
ISAN	198	12	S	O	Root Segment
Episode	210	4	S	O	Episode or Part number
Check Digit 1	214	1	S	O	Check Character for the root and episode segment.
Version	215	8	S	O	Version Segment

Check Digit 2	223	1	S	O	Check Character for the Version Segment
EIDR			S	O	*The following two fields are used for* EIDR
EIDR	224	20	S	O	Root Number
Check Digit	244	1	S	O	Check Character
Version Name	245	40	A	O	The title or description of the particular version to which the specific ISAN or EIDR relates.

Field Level Validation

1. Intended Purpose must be entered and must match an entry in the Intended Purpose Table, but cannot have a value of "GEN". (RR)
2. If entered, the V-ISAN must be valid. (FR)
3. If entered, Year of Production must be a valid year. (FR)
4. If entered, AVI Key must match an entry in the AV Index. (FR)
5. Production Title or Library must be entered. (RR)
6. If entered, Production Title must contain only valid characters from the character set noted in the HDR record. (RR)
7. If entered, Episode Title must contain only valid characters from the character set noted in the HDR record. (FR)
8. If entered, The EIDR must be valid. (FR)

5 CWR Data Structure
5.1 Definition of CWR using BNF

BNF is an acronym for "Backus Naur Form". John Backus and Peter Naur introduced for the first time a formal notation to describe the syntax of a given language. Since then, almost every author of books on new programming languages used it to specify the syntax rules of the language. It is also used to describe data structures and interface construction. When applied rigorously, it provides an unambiguous definition of what is valid (and by implication, what is not).

BNF is a way of defining structures algebraically. It uses a small number of symbols as defined in the following table:

Symbol	Meaning
< >	Identifier: a name for something being defined or referenced. In practice, many now use bold text to denote an identifier, normal text for text that is to be used literally
::=	Is defined as
|	Or
[]	Optional statement
{}	Repetitive Items

BNF is used below to describe the composition of a CWR file, with its headers and transactions, in a clear unambiguous way.

CWR_File	::=	HDR_Transmission_Header
		{Group_Info}
		TRL_Transmission_Trailer
Group_Info	::=	GRH_Group_Header
		{Transaction_Info}
		GRT_Group_Trailer
Transaction_Info	::=	WRK | DRW | ACK | LIC
ACK_Transaction	::=	ACK_Transaction_Record
		[{MSG_Records}] (precedes record pertaining to message)
		WRK [EXC]

WRK_Transaction	::=	WRK_Transaction_Record
		[{Controlled_Publisher_Info}]
		[{Other_Publisher_Information}]
		[{Controlled_Writer_Information}]
		[{Other_Writer_Information}]
		[{ALT_Alternative_Title}]
		[{NAT_Non-Roman_Alphabet_Title}]
		[Information_for_Excerpts]
		[Information_for_Versions]
		[{PER_Live_Performing_Artist}]
		[{NPR_Live_Performing Artist_in_Non-Roman_Alphabet}]
		[{Recording_Information}]
		[ORN_Work_Origin]
		[{Instrumentation_Information}]
		[{Information_for_Components }]
		[{ARI_Additional Related Information}][{XRF_Work Code Cross Reference
	}]	
		[{FTV_Audio-visual Productions }]

Controlled_Publisher_Information::=		Original_Publisher_Information
		[{Administrator_Information}]
		[{Subpublisher_Information}]
		[{SPU_Income_Participant_Publisher}]
Original_Publisher_Information::=		SPU_Original_Publisher | SPU_Income_Participant_Publisher
		[NPN_Non-Roman_Alphabet_Publisher Name]
		[{SPT_Territory_of_Control}]
		[{OPT_Non_Controlled_Collection}]

Administrator_Information	::=	SPU_Administrator
		[NPN_Non-Roman_Alphabet_Publisher Name]
		[{SPT_Territory_of_Control}]
		[{OPT_Non_Controlled_Collection}]
Subpublisher_Information	::=	SPU_Subpublisher
		[NPN_Non-Roman_Alphabet_Publisher Name]
		[{SPT_Territory_of_Control}]
		[{OPT_Non_Controlled_Collection}]
Other_Publisher_Information::=		OPU_Other_Publisher
		[NPN_Non-Roman_Alphabet_Publisher Name]
		[{OPT_Non-Controlled_Collection}]
Controlled_Writer_Information::=		SWR_Controlled_Writer | SWR_Income_Participant_Writer
		[NWN_Non-Roman_Alphabet_Writer Name]
		[{SWT_Writer_Territory_of_Control}]
		MAN_Writer_Manuscript_Share
		{PWR_Publisher_for_Writer}
Other_Writer_Information::=		OWR_Other_Writer | OWR_Other_Participant_Writer
		[NWN_Non-Roman_Alphabet_Writer Name
		[{OWT_Other_Writer_Territory_of_Control}]
		MAN_Writer_Manuscript_Share
		{PWR_Publisher_for_Writer}

Recording_Information::=		{[REC_Recording_Detail]}
		{NRC_Non_Roman_Alphabet_Recording_Detail]}

Instrumentation_Information	::=	INS_Instrumentation_Summary
		[{IND_Instrumentation_Detail}]
Information_for_Excerpts, Versions		
or Components::=		OWK_Original Work_

[NOT_Non-Roman_Alphabet_Original Work Title]
[{NOW_Non-Roman_Alphabet_Other_Writer_Name]]

DRW_Transaction   ::=   DRW_Transaction_Record
                                              [{XRF_Work Code Cross Reference }]

{WRI_Writer_Information}

EXC_Transaction   ::=   EXC_Transaction_Record
                                              [{Controlled_Publisher_Info}]
                                              [{Other_Publisher_Information}]
                                              [{Controlled_Writer_Information}]
                                              [{Other_Writer_Information}]
                                              [{ALT_Alternative_Title}]
                                              [NAT_Non-Roman_Alphabet_Title]
                                              [Information_for_Excerpts]
                                              [Information_for_Versions]
                                              [{Instrumentation_Information}]
                                              [{Information_for_Components }]
                                              [{XRF_Work Code Cross Reference }]

LIC_Transaction   ::=   LIC_Transaction_Record
                                              [{Controlled_Publisher_Info}]
                                              [Recording_Information]
                                              [{ALT_Alternative_Title}]
                                              [NAT_Non-Roman_Alphabet_Title]
                                              [{FTV_Audio-visual Productions }]
                                              [{PER_Live_Performing_Artist}]
                                              [{NPR_Live_Performing Artist_in_Non-Roman_Alphabet}]

                                              [{XRF_Work Code Cross Reference }]

5.2 File skeleton CWR_SUB sent from Submitter to Recipients

This skeleton shows a combination of detail records that can be used in the various transactions.

HDR		Transmission Header
	GRH	Group Header
		WRK	Work Registration Transaction
		SPU	Original Publisher
		SPT	Territory of Control
		SPT	Territory of Control
		OPT	Publisher non-controlled collection
		OPT	Publisher non-controlled collection
		SPU	Administrator
		SPT	Territory of Control
		SPT	Territory of Control
		OPT	Publisher non-controlled collection
		OPT	Publisher non-controlled collection
		SPU	Sub-publisher
		SPT	Territory of Control
		SPT	Territory of Control
		OPT	Publisher non-controlled collection
		OPT	Publisher non-controlled collection
		OPU	Other Publisher
		OPT	Publisher non-controlled collection
		OPT	Publisher non-controlled collection
		SWR	Writer
		SWT	Territory of Control
		SWT	Territory of Control
		MAN	Writer Manuscript Share
		PWR	Publisher for Writer
		PWR	Publisher for Writer
		OWR	Other Writer
		OWT	Other writer collection
		OWT	Other writer collection
		MAN	Writer Manuscript Share
		PWR	Publisher for Writer
		PWR	Publisher for Writer
		ALT	Alternative Title
		OWK	Original Work Details
		PER	Live Performing artist
		PER	Live Performing artist
		REC	Recording Detail
		REC	Recording Detail
		ORN	Work Origin
		INS	Instrumentation Summary
		IND	Instrumentation Detail
		IND	Instrumentation Detail
		ARI	Additional Related Information
		ARI	Additional Related Information
		XRF	Work Code Cross Reference
		XRF	Work Code Cross Reference
		FTV	Audio-visual Productions
		FTV	Audio-visual Productions
		WRK	Work Registration Transaction
		…	Detail Records as described above
		WRK	Work Registration Transaction
		…	Detail Records
	GRT	Group Trailer
TRL		Transmission Trailer

5.3 File skeleton CWR_ACK2 sent from Recipient to Submitter

HDR				Transmission Header
	GRH			Group Header
		ACK		Acknowledgement Transaction
			MSG	Message - precedes record of WRK to which it refers
		ACK		Acknowledgement Transaction
		….		
	GRT			Group Trailer
	GRH			Group Header
		ACK		Acknowledgement Transaction
			MSG	Message - precedes record of WRK to which it refers
			WRK	Work registration including detail records sent by Submitter - may have supplemental data
				EXC Notification of work in conflict (if any)
		ACK		Acknowledgement Transaction
			MSG	Message
			WRK	Work registration
		…		
	GRT			Group Trailer
TRL				Transmission Trailer

Note: The groups are shown in one file in this skeleton, but it is possible to have only one group per file.

5.4 File skeleton CWR_SUB containing Non-Roman Alphabet Records

This skeleton shows a sample of the records that can be used to register works containing non-Roman alphabet data.

HDR			Transmission Header
	GRH		Group Header
		WRK	Work Registration Transaction
			SPU Original Publisher
			NPN Original Publisher Name in Non-Roman Alphabet
			SPT Territory of Control
			SPT Territory of Control
			OPT Publisher non-controlled collection
			OPT Publisher non-controlled collection
			SPU Administrator
			SPT Territory of Control
			SPT Territory of Control
			OPT Publisher non-controlled collection
			OPT Publisher non-controlled collection
			SPU Sub-publisher
			SPT Territory of Control
			SPT Territory of Control
			OPT Publisher non-controlled collection
			OPT Publisher non-controlled collection
			OPU Other Publisher
			OPT Publisher non-controlled collection
			OPT Publisher non-controlled collection
			SWR Writer
			NWN Original Writer Name in Non-Roman Alphabet
			SWT Territory of Control
			SWT Territory of Control
			MAN Writer Manuscript Share
			PWR Publisher for Writer
			PWR Publisher for Writer
			OWR Other Writer
			OWT Other writer collection
			OWT Other writer collection
			MAN Writer Manuscript Share
			PWR Publisher for Writer
			PWR Publisher for Writer

	ALT	Alternative Title
	NAT	Non-Roman Alphabet Main Title
	NAT	Non-Roman Alphabet Alternative Title
	OWK	Original Work Details
	OWK	Original Work Details
	NOT	Original Work Title in Non-Roman Alphabet
	NOT	Original Work Title in Non-Roman Alphabet
	NOW	Other Writer Name in Non-Roman Alphabet for Excerpt
	NOW	Other Writer Name in Non-Roman Alphabet for Excerpt
	PER	Live Performing artist
	NPR	Live Performing artist in Non-Roman Alphabet
	PER	Live Performing artist
	NPR	Live Performing artist in Non-Roman Alphabet
	REC	Recording Detail
	REC	Recording Detail
	NRC	Non-Latin alphabet Recording Detail
	NRC	Non-Latin alphabet Recording Detail
	ORN	Work Origin
	INS	Instrumentation Summary
	IND	Instrumentation Detail
	IND	Instrumentation Detail
WRK		Work Registration Transaction
…		
GRT		Group Trailer
TRL			Transmission Trailer