



DEPARTMENTAL RESTRUCTURE

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WHO DOES WHAT FOR PUBLISHER MEMBERS

PAST



PUBLISHER SERVICES

SECTION

MAIN DUTIES (relevant to publishers' day-to-day business)

Manager

- administer APRA (perf right) distribution statement and payment queries/issues and corrections
- miscellaneous liaison with publishers re APRA business

Writer Registrations

(no contact with publishers)

- process writer registrations and administer copyright ownership queries/issues re unpublished local works

Publisher Representatives

(assigned to specific publishers to allow single point of contact re APRA business)

- administer agreement registrations and related work ownership changes for performing rights
- process new registrations for local published works for performing rights (some for mechanical rights too)
- administer local published work multiple claims/disputes
- administer work ownership queries to and from publishers for performing rights
- process work ownership changes as requested by publishers for performing rights and process any resultant APRA payment corrections
- administer miscellaneous queries from publishers re APRA|AMCOS business (direct queries to other departments and follow up as necessary)

PAST

PUBLISHER SERVICES (continued)



SECTION

MAIN DUTIES

Research and Copyright Administrators

- process foreign published work multiple claims (all foreign work mult claim assessment and dispute reporting for perf rights, mech rights also for mult claimed works with digital download sales)
- process payment corrections arising from unclaimed performing right royalty advice/statements sent by publishers
- process disclaims through CF for performing rights
- monitor APRA Publisher Suspense Account
- administer local unpublished work disputes (writer disputes)

Help Desk

- process publishers' bulk registration files
- liaise with IT department re CMS problems and other technical difficulties experienced by publishers
- arrange new installations of CMS for publishers with IT department
- provide advice to publishers re CMS work and agreement registration functions
- administer CWR registration format testing (CWR2.1 is current format)
- liaise with IT department re presenting unidentified works list, Warsaw rule list etc on website and notifying publishers.

PAST



DISTRIBUTION

SECTION

MAIN DUTIES

Deputy Director &
Manager Mech Dist
mdist@apra.com.au

- administer AMCOS (mech right) distribution statement and payment queries/issues and corrections
- miscellaneous liaison with publishers re AMCOS business

Clearance Facility
cmscf@apra.com.au

- edit production details submitted by CF clients
- process publishers' substitution requests for works on CF productions
- administer publishers' requests for productions to be added to CF
- produce Prescribed Notices, New Production notifications
- process new registrations and multiple claims/disputes for published works on CF productions for mechanical rights
- process disclaims through CF for mechanical rights
- administer MROC timebombing

Mechanical Catalogue
Administrators
mech@apra.com.au

- administer agreement registrations and related work ownership changes for mechanical rights
- administer work ownership queries to and from publishers for mechanical rights
- process work ownership changes as requested by publishers for mechanical rights

PAST



DISTRIBUTION (continued)

SECTION

MAIN DUTIES

Mech - International
mechint@apra.com.au

- make AMCOS Societies claims for works and correspond with publishers re mechanical right disputes involving AMCOS Societies shares
- research mechanical right ownership of works on Cat 3 productions in liaison with publishers

Research
(no contact with publishers)

- research mechanical right ownership of unregistered works
- process AMCOS Disputed Owners Reports returned by publishers
- process all Production Music works registrations and administer ownership of PM works

Completing
(no contact with publishers)

- process new registrations for foreign published works for performing rights (mech rights also for works with digital download sales)
- research performing right ownership of unregistered works

Cue Sheets
(no contact with publishers)

- receive cue sheets from publishers for film/TV productions containing published works
 - foreign productions: cues@apra.com.au
 - local productions: Darren Bennett dbennett@apra.com.au(MEMBER SERVICES - FILM & TV)

PRESENT (FROM 1 FEB 2007)



PUBLISHER SERVICES

SECTION

MAIN DUTIES

Manager

- administer ALL (APRA|AMCOS) distribution statement and payment queries/issues
(Distribution department will remain in control of AMCOS payment/statement processes, however queries now to be forwarded to Manager Publisher Services)
- miscellaneous liaison with publishers re APRA|AMCOS business

Writer Registrations

(no contact with publishers)

- (same as for Past)

Publisher Representatives

- (same as for Past)

Mechanical Catalogue

Administrators

mech@apra.com.au

- (same as for Past, but now managed by Publisher Services rather than Distribution)

Research and Copyright

Administrators

- (same as for Past)

Help Desk

- (same as for Past)

PRESENT (FROM 1 FEB 2007)



DISTRIBUTION

SECTION

MAIN DUTIES

Deputy Director &
Manager Work Ownership
and Payments
(limited contact with
publishers)

- Provide advice to Manager Publisher Services re AMCOS distribution statement/payment queries and administer AMCOS distribution payment corrections
- Provide advice to Manager Publisher Services re miscellaneous publisher queries re AMCOS business

Works Registration and
Works Ownership
(limited contact with
publishers)
(absorbs Completing section,
parts of Clearance Facility and
Mech – International + others)

- process new registrations for foreign published works for performing and mechanical rights (includes works on CF productions)
- process multiple claims/disputes for published works for mechanical rights
- research performing and mechanical right ownership of unregistered works
- make AMCOS Societies claims for works and correspond with publishers re mechanical right disputes involving AMCOS Societies shares
- process disclaims through CF for mechanical rights
- administer MROC timebombing

PRESENT (FROM 1 FEB 2007)



DISTRIBUTION (continued)

SECTION

MAIN DUTIES

Research

(limited contact with publishers)

- (same as for Past) +
- research mechanical right ownership of works on Cat 3 productions in liaison with publishers

Cue Sheets

(no contact with publishers)

- (same as for Past)

RECORDINGS & ONLINE SERVICES

(formerly **MECHANICAL LICENSING**)

SECTION

MAIN DUTIES

Clearance Facility

cmscf@apra.com.au

- edit production details submitted by CF clients
- process publishers' substitution requests for works on CF productions
- administer publishers' requests for productions to be added to CF
- produce Prescribed Notices, New Production notifications

FUTURE (FROM MAY 2007 – T.B.A.)



PUBLISHER SERVICES

- Duties of Publisher Representatives and Mechanical Catalogue Administrators to be combined (under Publisher Representative role). Publishers will contact their Publisher Representative re copyright ownership matters for both performing and mechanical rights, and mech@apra.com.au address will cease to be used.

DISTRIBUTION

- same as for Present

RECORDINGS & ONLINE SERVICES

- same as for Present

CURRENT CONTACTS (March 2007)



APRA|AMCOS DISTRIBUTION PAYMENTS/STATEMENTS
MISCELLANEOUS QUERIES RE APRA|AMCOS BUSINESS
Manager Publisher Services: Mark Eades meades@apra.com.au

COPYRIGHT OWNERSHIP
AGREEMENT & WORK REGISTRATIONS
MISCELLANEOUS QUERIES RE APRA|AMCOS BUSINESS
Performing Rights

Publisher Representatives:

Sandra Diaz sdiaz@apra.com.au (representative for all publishers not specifically assigned)

Miriam Nies mnies@apra.com.au

Jeremy Craib jcraib@apra.com.au

Narelle Butterworth nbutterworth@apra.com.au

Lorin Pickup lpickup@apra.com.au (new to section)

Gillian Dunn gdunn@apra.com.au (Senior Officer) (on maternity leave)

Mechanical Rights

Mechanical Catalogue Administrators:

Russell Tainton & Matt Barber (new to section) mech@apra.com.au

CURRENT CONTACTS (March 2007)



HELP DESK

Miriam Nies mnies@apra.com.au

(filling in for Gillian Dunn)

DISPUTES - GENERAL

Senior Research and Copyright Administrator: Chris Moller cmoller@apra.com.au

or Research and Copyright Administrator: Daniel Threadgold dthreadgold@apra.com.au (perf rights)

Mechanical Catalogue Administrators: Russell Tainton & Matt Barber mech@apra.com.au (mech rights)

DISPUTES – AMCOS SOCIETIES CLAIMS

Margaret Ferreira mechint@apra.com.au (within Works Ownership section)

CF PRODUCTION ENQUIRIES (UNRELATED TO COPYRIGHT OWNERSHIP) ENQUIRIES RE CF-RELATED FILES (PN DOWNLOADS, NEW PRODUCTIONS DOWNLOADS)

cmscf@apra.com.au

(All work substitution/merge requests for CF productions done via Works Substitution function in Claiming window on CMS – this email address can be used for any requests that require further explanation)

(All requests for Cat 1 productions to be entered onto CF or to query productions on hold should also go to cmscf@apra.com.au. All requests for Cat 2 productions to be entered onto CF should go to Commercial Recordings commrec@apra.com.au)