



WIPOCOS

Software for Collective
Management Organizations

is a multi-purpose, multi-user client-server application developed by the World Intellectual Property Organization (WIPO) for collective management organizations or societies (CMOs) requiring a modern and reliable computerized system that will enable them to perform, with full accountability, the main operations involved in the collective management of copyright and related rights.

WIPOCOS is a demand-driven tool, a flexible instrument capable of adaptation to accommodate the constant changes in management principles and techniques that occur within a CMO; It operates on a modular, progressive and multidisciplinary platform designed to encompass the main music rights that can be managed collectively, and incorporates the latest innovations developed at international and regional level in the field of information exchange systems.

A key concern for a collective management organization is the correct management of the vast amounts of data and information that it collects about its members, their works and other creative contributions and also the complex web of relations with users and creative enterprises involved in the exploitation of the works in their care. WIPOCOS helps administer that information easily, accurately and efficiently, and thereby enhances the operational efficiency of the organization.

First and foremost, WIPOCOS is a set of applications and services designed to enable societies to achieve their ultimate aim, which is the timely and transparent distribution of the royalties accruing to authors, performers and producers and their successors in title.

STRUCTURE OF THE SOFTWARE

WIPOCOS consists of several interlinked databases that are designed to interact with the existing international databases established by CMOs throughout the world. The application works on the following databases: authors and performers, works, publishers and producers, sound recordings, recording sessions and audiovisual productions.

The modular structure of WIPOCOS affords the following additional options: **WIPOCOS Perform** for the administration together and jointly of the rights of performers and phonogram producers, **WIPOCOS Copyright**, a specific module designed for music CMOs, **WIPOCOS Artist**, intended for single-performer CMOs, **WIPOCOS Producer**, which administers the rights of producers of sound recordings as an independent society, and **WIPOCOS Prime**, available for the combined, integrated management of copyright and related rights by the same CMO; the latter combines the functionalities of all the other modules, offering greater flexibility to any organization operating in all those areas.

WIPOCOS Databases

- Authors and Performers
- Works
- Publishers and Producers
- Sound Recordings
- Sound Recording Sessions
- Audiovisual Productions



WIPOCOS has five independent modules in all for societies to choose from, and each of them can be installed independently, thereby sparing the operator undue complexities. Each module moreover handles all documentation (data, data processing and exchange and distribution).

THE FIVE MODULES

Module	Description
<i>Prime</i>	Combines the functionalities of all the modules
<i>Perform</i>	The module for joint management of performers' and producers' rights
<i>Artist</i>	The module for single-performer organizations
<i>Producer</i>	For individual societies managing phonogramproducers' rights
<i>Copyright</i>	The module for organizations dealing with music copyright

DOCUMENTATION

In each module there is a record with detailed information on members (whether individuals or legal entities) and their works, sound recordings and audiovisual productions, which is available to national databases according to standards set at international level. WIPOCOS is designed to make possible the management of members' information relating to contact, payment, biographical details, alternative names and rights under management. There are also easy links between individual works with their shareholding arrangements and member artists' details, all of which provide a sound and solid basis for the eventual painless, efficient and correct distribution of members' royalties.

Minimum System Requirements

Client Workstation

- Processor: Pentium at 400Mhz
- RAM: 128Mbw
- HDD: 20G
- CD drive
- OS : Windows 9x, NT 4, 2000, XP
- Network card:100Mbps
- Printer
- Accessories for network connection (optional)

Server

- Processor: Pentium at 600Mhz
- RAM: 256Mb
- HDD: 40G
- CD drive
- OS: Windows NT 4, 2000, XP
- Display Resolution: 1024 x 768
- Network card: 100Mbps
- Accessories for network
- Backup system



WIPOCOS

DISTRIBUTION

WIPOCOS provides a simple user interface which makes it easy to set up distribution classes, distribution periods, calendars and exploitation periods, to deal with users and other clients and to work out share calculation methods. Once those parameters have been set, logsheet data on users' exploitation of works may be entered, with unknown or undeclared works being entered and identified as such by means of a special feature in the software. At the click of a button, WIPOCOS automatically effects distribution on the basis of established international criteria, principles and standards. Various predefined reports and printouts may be viewed from self-explanatory interfaces in the software.

WIPOCOS may be supplied with predefined, built-in distribution classes for radio and television distribution, public performance, film music, mechanical reproduction, equitable remuneration and/or blank tape levy. However, the underlying purpose of the WIPOCOS service is distribution that can be readily customized to meet the specific requirements of each organization.

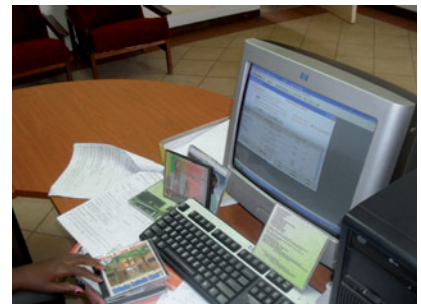
WIPOCOS TOOLS

The International Data Connection (IDC) is an application within WIPOCOS that can be used to connect to the Musical Works Information Database (WID) and the Interested Parties Information Database (IPI) and transfer data from those sources to the WIPOCOS databases; this is usually done for international artists and works that are not found in local WIPOCOS databases, and is a critical process in international and reciprocal distribution among CMOs.

The WIPOCOS Logsheet Entry Tool (LET) is in fact a set of tools specifically designed to work with WIPOCOS and enhance its benefits for users such as broadcasters, enabling them to generate logsheets electronically and send the electronic file to the CMO, where the same tools are used to import the logsheets automatically into the WIPOCOS database. In addition to eliminate the use of paper and thereby obviating physical transportation of the logsheets, these tools save both the user and the organization a great deal of work.

INTERNATIONAL DATABASES AND STANDARDS

WIPOCOS aims to provide user interface and compatibility with international databases, standards and tools. In particular it incorporates some of CISAC's data modules and SCAPR norms – for example the



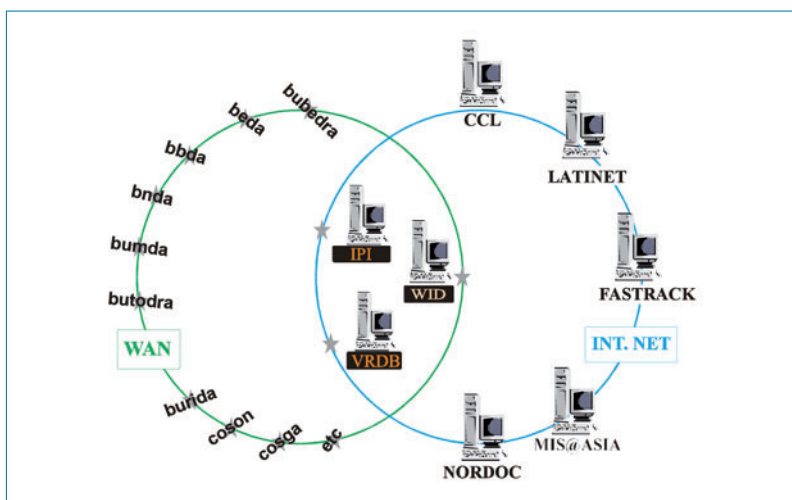
WIPOCOS can be installed on

- Windows 98
- Windows 2000 Family
- Windows XP
- Windows Vista
- Windows 7

FEATURES AND BENEFITS

Feature	Benefit
Connection to international databases	Access to the international repertoire for fair distribution
Compliance with international standards (CISAC, SCAPR)	Correct, fair distribution
Only required features are included	Easy to learn and use
Different modules for different types of society	Ease of operation and less complexity
Provided within a framework including business and operational support, assistance and services	Business rules and tools, free training, support; equipment may be provided for CMOs in developing countries and LDCs
High uptime	Easy to maintain and sustain

IPI database and the WID – as well as international identifiers such as standard numbers for authors, performers, musical works, sound recordings and audiovisual productions. The standard databases for management of sister organizations (SIS) and territories (TIS) are also available.



WIPOCOS is a dynamic system, and new features and functionalities are constantly being added to it. At present work is being done on the possibility of using it for networking among collective management societies in the field of international data exchange and globalized database systems. This is expected to bring the operations of CMOs, especially new ones and those in LDCs, up to international standards, and thereby to enable creators to receive due reward from the national and international exploitation of their works. This project could expedite and lend momentum to the establishment of CMOs in African countries under the WIPO Development Agenda.

STATISTICS

WIPOCOS provides data summaries in relation to various criteria by means of a statistics functionality built into the system.

Long-term Users

- Benin
- Burkina Faso
- Kenya
- Malawi
- Niger
- Tanzania
- Togo
- Zambia
- Zimbabwe

Installation in 2010

- Ethiopia
- Ghana
- Mozambique
- Kenya
- Nigeria
- Zanzibar
- Rwanda

Installation in 2011

- Burundi
- Cameroon
- Chad
- Cote D'Ivoire
- Guinea
- Madagascar
- Mali

Installation Planned

- Bangladesh
- Bhutan
- Malaysia
- Indonesia
- Vietnam
- Philippines
- Cambodia
- Laos
- Nepal

WIPOCOS

OBTAINING WIPOCOS

Societies wishing to obtain and use WIPOCOS must meet certain specific requirements regarding:

- a) the conformity of their business tools and standards with collective management principles and international standards;
- b) the minimum computer environment for efficient operation;
- c) agreement to take on some slight responsibility throughout the process of deployment and use of WIPOCOS, including the provision of appropriate management and IT personnel, who would report regularly to WIPO on the use of the software;
- d) providing professional system maintenance and backup; responsibilities would be laid down in an agreement signed between the society and WIPO under the authority of a competent national government agency before the software is acquired. Details of the whole procedure for obtaining and using WIPOCOS are set forth in "WIPOCOS Installation Requirements and Procedures", obtainable from WIPO on request.

TRAINING AND ASSISTANCE

The deployment of WIPOCOS is a process conducted in several stages: WIPO would undertake to provide capacity-building services and IT training. Training could also be provided in collective management, in the drafting of business rules and in the form of study visits, etc. In some cases training in computer technology could be provided, possibly followed by the supply of computer hardware.

WIPO's commitment to WIPOCOS therefore goes far beyond the provision of software free of charge, extending to the provision of a full set of infrastructure services to CMOs, especially in developing countries and LDCs. This assistance ranges from the software itself to equipment and support, via capacity building and knowledge transfer. So WIPOCOS is not just software: it is a comprehensive service.

INSTALLATION

WIPOCOS is easy to install thanks to the comprehensive installation guide that accompanies the software. It can be installed on any of a number of MS Windows versions (see the sidebar above), either on one machine or on a client-server network if there is one.

SOFTWARE SUPPORT

User support is provided in an online guide, which can also be printed. If needed, however, further assistance can be sought by e-mail or telephone from Mondays to Fridays. Contact details are given at the end of this leaflet. A special feature of WIPO support for WIPOCOS users is the assignment of a special team of regional experts in the relevant fields, combined with the involvement of other CMOs to serve as center of reference for newly and recently established CMOs. WIPOCOS development is a continuous process, conducted in collaboration and partnership with leading international NGOs such as CISAC and SCAPR, the aim being to keep pace with the ever-changing demands facing user organizations.





Minimum Requirements for Client-Server Setup

Server

- Operating system : Windows 2003/2008 Server
- Processor : Intel Xeon at 3Ghz
- Monitor : Color at 800x600
- RAM : 2Gb
- HDD : 120Gb
- Network card : Ethernet LAN (100/1000)

Other Accessories

- Switch
- RJ45
- Cabling etc.

Utilities

- Antivirus protection
- Compression software

Desktop Software

- Microsoft Office
- Acrobat Reader

Client

- As for single station setup

Minimum Requirements for Single Station Setup

Server

- Operating system : Windows XP
- Processor : Pentium 4 at 1.5Ghz
- Monitor : Color 800x600
- RAM : 1Gb
- HDD : 80G

Other accessories

- DVD writer
- USB ports
- UPS
- Printer

Utilities

- Anti-virus protection
- Compression software

Desktop Software

- Microsoft Office
- Acrobat Reader

For more information contact

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