



## **GUIDELINES FOR THE DEPOSIT OF AUDIOVISUAL MATERIAL AT THE AUDIOVISUAL LIBRARY OF DG COMM<sup>1</sup>**

**UPDATE: JANUARY 2020**

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<sup>1</sup> available online at: <https://myintracomm.ec.europa.eu/corp/comm/AtAGlance/Pages/CentralDeposit.aspx>

## 1. INTRODUCTION

The Audiovisual Library of DG COMM functions as central deposit for any audiovisual material (photo, video, audio) produced by the services of the Commission. By decision of the Central Communication Steering Committee of 6 November 2018<sup>†</sup>, this deposit is mandatory for all DGs.

In return the Audiovisual Library cares for the long term preservation of the material and the distribution/publishing via Europe by Satellite, the Audiovisual Portal, EU-Tube and Europeana.

The Library only accepts material for which the European Union either owns the copyright or an equivalent licence.

The following guidelines should be respected when providing the material:

## 2. GENERAL INFORMATION

<b>Publication</b>	<ul style="list-style-type: none"><li>▪ Indicate which type of publication is wanted: EbS, Audiovisual Portal, EU-tube, social media or only for archives</li></ul>
<b>Editorial context</b>	<ul style="list-style-type: none"><li>▪ If the material is news/event related, give short information about its context and the desired publication date.</li><li>▪ Name of the editor responsible for the content</li></ul>
<b>Delay</b>	<ul style="list-style-type: none"><li>▪ Material (including metadata and copyright information) should be sent at least <b>5 working days</b> before publication/transmission!</li><li>▪ In case of larger quantities of material to be published (multiple videos or multiple language versions), please contact the service in advance in order to fix a reasonable delay.</li></ul>
<b>Whom to inform</b>	<ul style="list-style-type: none"><li>▪ <b>In general:</b> <a href="mailto:COMM-DEPOT-CENTRAL@ec.europa.eu">COMM-DEPOT-CENTRAL@ec.europa.eu</a></li><li>▪ <b>EU-Tube:</b> <a href="mailto:COMM-DEPOT-CENTRAL@ec.europa.eu">COMM-DEPOT-CENTRAL@ec.europa.eu</a> <b>AND</b> <a href="mailto:COMM-EUTUBE@ec.europa.eu">COMM-EUTUBE@ec.europa.eu</a></li></ul>
<b>Contact Central Deposit</b>	<ul style="list-style-type: none"><li>▪ tél.: 0032229 86495</li><li>▪ e-mail: <a href="mailto:COMM-DEPOT-CENTRAL@ec.europa.eu">COMM-DEPOT-CENTRAL@ec.europa.eu</a></li></ul>
<b>Technical issues</b>	<ul style="list-style-type: none"><li>▪ tél.: 0032229 95235</li><li>▪ e-mail: <a href="mailto:COMM-E-team@ec.europa.eu">COMM-E-team@ec.europa.eu</a></li></ul>
<b>EU-Tube</b>	<ul style="list-style-type: none"><li>▪ tél.: 0032229 66193</li><li>▪ e-mail: <a href="mailto:COMM-EUTUBE@ec.europa.eu">COMM-EUTUBE@ec.europa.eu</a></li></ul>

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<sup>†</sup> [Ares \(2018\)6011281](#)

### 3. SPECIFIC INFORMATION

#### 3.1. Video

<b><u>Technical aspects</u></b>	<p><b>The preferred delivery is by FTP following these guidelines:</b></p> <p><b>TV standard files in SD:</b></p> <ul style="list-style-type: none"><li>▪ Format:<ul style="list-style-type: none"><li>○ DV25 in MOV or MXF container</li><li>○ H264 (MP4) HiP@L3 <u>between 6 and 8Mb/s (VBR)</u></li></ul></li><li>▪ Resolution: 720x576, 25 pictures / 50 fields per second ("PAL")</li><li>▪ Aspect ratio: 16:9 (preferred), 4:3</li><li>▪ Interlaced - Top Field First</li><li>▪ Chroma sampling 4:2:0</li><li>▪ 1 file per language version</li></ul> <p><b>TV standard files in HD:</b></p> <ul style="list-style-type: none"><li>▪ Format:<ul style="list-style-type: none"><li>- DVCProHD in MOV or MXF container</li><li>- H264 HiP@L4.1 <u>between 10 and 18Mb/s (VBR)</u></li><li>- Other formats can be accepted after prior consultation.</li></ul></li><li>▪ Resolution 1080i50 (1920 or 1440)</li><li>▪ 1 file per language version</li></ul> <p><b>Sound, if transmission on EbS is intended:</b></p> <ul style="list-style-type: none"><li>▪ Single mono sound track (NO stereo)</li><li>▪ Multiple sound tracks or A/B sound tracks are not acceptable</li><li>▪ Applies only to the international version. On request, other language versions may be transmitted on EbS depending on the product and editorial choice.</li></ul> <p><b>Social media files</b></p> <p>The following applies to files which are intended for distribution on social media, only. Files which could potentially be transmitted on EbS or be uptaken by TV stations should be delivered in TV standard.</p> <ul style="list-style-type: none"><li>▪ Format: as available</li><li>▪ Resolution: in the highest resolution available</li><li>▪ 1 file per language version</li><li>▪ Bitrate:</li></ul> <p><b>Attention:</b></p> <p><i>As the file will be viewed on the Audiovisual Portal and thus is subject to some technical restrictions, the following actions will be performed if the bitrate exceeds 2Mb:</i></p> <p><i>The original file will be archived in the internal system.</i></p> <p><i>A copy of the file will be transcoded to 2Mb bitrate (preserving all other specifications) and placed on the Portal to be viewed.</i></p> <p><i>As the transcoding might reduce the quality of the video, we suggest that you keep the social media files under 2Mb bitrate yourself, so that you can control the quality of the file presented on the portal.</i></p>
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**VTT subtitling:**

- VTT files used for subtitling of online video streaming have to follow the VTT rules, including:
  - UTF-8 format
  - The word "WEBVTT" on the first line
  - A space character before and after the regular arrow "-->"
  - Milliseconds have to be split by a full stop (.) and not by a comma (,)
- For full specifications of the format see: <https://en.wikipedia.org/wiki/WebVTT> .
- SRT subtitling is no more accepted.

**Upload for internal and external users on:**

- Protocol: SFTP
- Host: fts.ec.europa.eu
- Port: 22
- Login: UploadEC
- Pswd: Qa72\$Lyk5W
- No other FTP server allowed

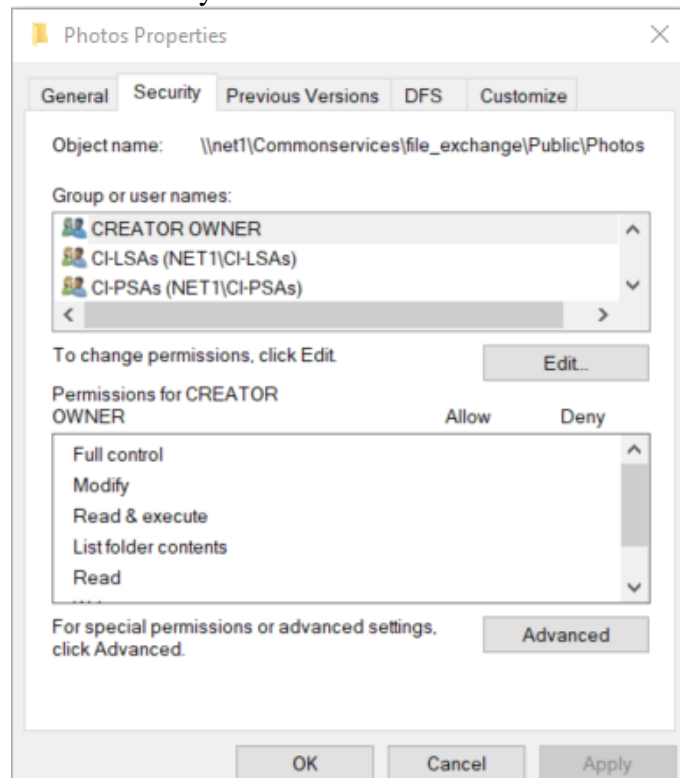
**Internal users may also upload on the inter-DG common server:**

[\\net1\\Commonservices\\File\\_Exchange\\Public](\\net1\\Commonservices\\File_Exchange\\Public)

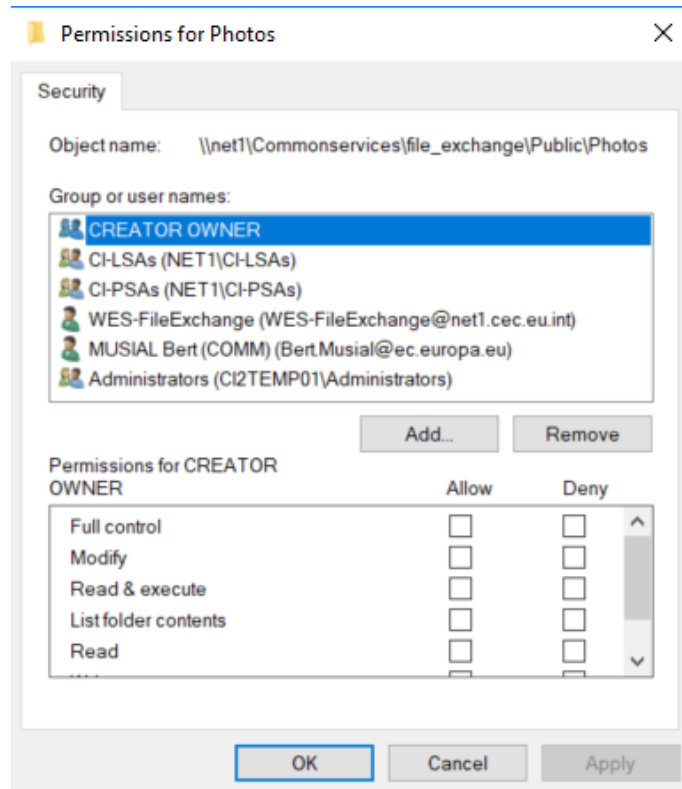
(Files are erased automatically after one week.)

The uploading user has to grant file access to the recipients. To this end the following procedure should be followed:

- Right click on the folder
- Security tab:



- Click on “Edit”



- Click on add
- Type the name of the recipient, click on “Check names” and select it on the appearing list
- Click on OK
- Click again on the name to see whether the permissions are set and click on “Apply” and “OK”

**Alternatively a delivery on a physical support is also accepted:**

- SD items: 1 copy of all language versions in a professional format (preferably BetaDigital, DVCpro25-50). Consumer formats will not be accepted
- HD items: 1 copy of all language versions on an IT support (external hard disc in Windows format, solid state memory), P2 (DV100) or HDCAM
- Each version has to be preceded by a title.
- Different versions on the same tape have to be separated by black images.
- Clear description of the sound tracks
- Indication of the duration of the product
- Tapes have to be clearly identified (title, producer, duration, sound tracks, timecoded clips and description).

Any questions regarding formats, compression and other technical details must be cleared with the audiovisual library before delivery ([COMM-DEPOT-CENTRAL@ec.europa.eu](mailto:COMM-DEPOT-CENTRAL@ec.europa.eu)).

<b>Audiovisual Signature</b>	<p><b>TV standard files SD and HD</b></p> <p>Videos have to end by an audiovisual signature (including the copyright mention © European Union [<i>year of publication</i>]<sup>‡</sup>) in compliance with the visual identity guidelines of the European Commission:</p> <p><a href="https://myintracomm.ec.europa.eu/corp/comm/VisualIdentity/Pages/Rules.aspx">https://myintracomm.ec.europa.eu/corp/comm/VisualIdentity/Pages/Rules.aspx</a></p> <p>All language versions of the signature can be downloaded from the following address:</p> <p><b>MP4</b>  <a href="https://euc-vod.fl.freecaster.net/Copyright_2020/MP4.zip">https://euc-vod.fl.freecaster.net/Copyright_2020/MP4.zip</a></p> <p><b>DVCPro</b>  <a href="https://euc-vod.fl.freecaster.net/Copyright_2020/DVCPROHD.zip">https://euc-vod.fl.freecaster.net/Copyright_2020/DVCPROHD.zip</a></p> <p><b>Lossless</b>  <a href="https://euc-vod.fl.freecaster.net/Copyright_2020/Lossless.zip">https://euc-vod.fl.freecaster.net/Copyright_2020/Lossless.zip</a></p> <p><b>Interinstitutional productions</b>  <a href="https://euc-vod.fl.freecaster.net/Copyright_2020/Inter-institutional_AV.zip">https://euc-vod.fl.freecaster.net/Copyright_2020/Inter-institutional_AV.zip</a></p> <p><b>Social media files</b></p> <p>Videos for use on social media <u>only</u> have equally to end by an audiovisual signature (including the copyright mention © European Union [<i>year of publication</i>]<sup>§</sup>) in compliance with the visual identity guidelines of the European Commission:</p> <p><a href="https://myintracomm.ec.europa.eu/corp/comm/VisualIdentity/Pages/Rules.aspx">https://myintracomm.ec.europa.eu/corp/comm/VisualIdentity/Pages/Rules.aspx</a></p> <p><b>AV signature for square clips</b>  <a href="https://euc-vod.fl.freecaster.net/Copyright_2020/2020_Copyright_Social_Media_SQUARE.zip">https://euc-vod.fl.freecaster.net/Copyright_2020/2020_Copyright_Social_Media_SQUARE.zip</a></p>
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<sup>‡</sup> Insert the year of publication, e.g. 2014

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<b><u>Metadata</u></b>	<p>Detailed information in English and/or French:</p> <ul style="list-style-type: none"> <li>▪ Type of product: video news release, documentary, stockshots, clips, etc</li> <li>▪ Title</li> <li>▪ Original title (if different)</li> <li>▪ Language versions</li> <li>▪ Producer</li> <li>▪ Director</li> <li>▪ Place of production</li> <li>▪ End date of production</li> <li>▪ Place of event</li> <li>▪ Start date of shooting</li> <li>▪ End date of shooting</li> <li>▪ Start date of distribution (if the distribution is authorised only from a certain date on)</li> <li>▪ End date of distribution (if the video may not be distributed after a certain date)</li> <li>▪ Summary</li> <li>▪ Script or shotlist with names and functions of the personalities filmed and clear identification (e.g.: from left to right; 2nd from left; etc.)</li> <li>▪ Links to IP note, other useful information/website, DG website where the product can be viewed or downloaded</li> </ul> <p><u>For EUtube:</u></p> <ul style="list-style-type: none"> <li>▪ A "Punchy Title"</li> <li>▪ Context</li> <li>▪ Web link</li> <li>▪ Pertinent tags in each version</li> </ul>
<b><u>Copyright</u></b>	<ul style="list-style-type: none"> <li>▪ Videos realised <u>within a framework service contract or direct service contract</u>: copy of the signed service contract, the signed specific agreement and the offer. The contract has to contain the standard copyright clauses (see annex 1)</li> <li>▪ Videos produced <u>with a low value contract</u>: copy of the contract containing a link to the general terms and conditions (see annex 2)</li> <li>▪ Videos and video sequences acquired <u>with exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a service contract or low value contract</u>: copy of the signed assignment of rights (see annex 3)</li> <li>▪ Videos and video sequences acquired <u>with non exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a framework contract or low value contract</u>: copy of the signed licence (see annex 4)</li> <li>▪ Image rights: signed model release for all recognisable filmed persons that are not public figures. For children the model release has to be signed by their parents. (text of the model releases see annex 5)</li> <li>▪ Music: a detailed list of the music used in the video using the form in annex 7. <u>Evidence of the music licencing (invoices, licences etc.) has only to be provided as far as this is mandatory under the framework contract/individual contract of the particular video.</u></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Other pre-existing rights (rights existing prior to the production of the video, typically photos, archive footage, artwork and views of buildings reused in the video): a detailed list of all pre-existing rights (author, title, right holder, limitations to the licenced rights) using the form in annex 6 <u>Evidence of the licencing of the pre-existing rights (invoices, licences etc.) has only to be provided as far as this is mandatory under the framework contract/individual contract of the particular video.</u></li> <li>▪ Site licensing and property release, where applicable</li> </ul>
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### 3.2. Photo

<b><u>Technical aspects</u></b>	<ul style="list-style-type: none"> <li>▪ Format: jpeg-file for news photos and tiff-file for thematic photos</li> <li>▪ Resolution: news photos: 300dpi with a 15x21 cm picture size thematic photos: 300 dpi with an A3 picture size</li> <li>▪ Image Quality in Photoshop: 10/12 compression</li> <li>▪ 8Bit RGB</li> </ul>
<b><u>Metadata</u></b>	<p>Detailed information in English and/or French:</p> <ul style="list-style-type: none"> <li>▪ Date when the photo has been taken</li> <li>▪ Place where the photo has been taken</li> <li>▪ Event description</li> <li>▪ Description of each photo with names and functions of the personalities photographed and clear identification (e.g.: from left to right; 2nd from left; etc.)</li> <li>▪ Name of the photographer</li> <li>▪ Links to IP note, other useful information/website, DG website where the product can be viewed or downloaded</li> </ul> <p>Where technically possible, the IPTC metadata fields of the jpeg-file should be filled in by the photographer/producing service.</p>
<b><u>Copyright</u></b>	<ul style="list-style-type: none"> <li>▪ Photos produced <u>within a framework service contract or direct service contract</u>: copy of the signed service contract, the signed specific agreement and the offer. The contract has to contain the standard copyright clauses (see annex 1)</li> <li>▪ Photos produced <u>with a low value contract</u>: copy of the contract containing a link to the general terms and conditions (see annex 2)</li> <li>▪ Photos acquired <u>with exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a service contract or low value contract</u>: copy of the signed assignment of rights (see annex 3)</li> <li>▪ Photos acquired <u>with non exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a framework contract or low value contract</u>: copy of the signed licence (see annex 4)</li> <li>▪ Image rights: signed model release for all photographed recognisable persons that are not public figures. For children the model release has to be signed by their parents. (text of the model releases see annex 5)</li> <li>▪ Pre-existing rights (rights existing prior to the production of the video, typically photos, artwork and views of buildings reused in the photo): a detailed list of all pre-existing rights (author, title, right holder, limitations to the licenced rights) using the form in annex 6. <u>Evidence of the licencing of the pre-existing rights (invoices, licences etc.) has only to be provided as far as this is mandatory under the framework contract/individual contract of the particular photo.</u></li> <li>▪ Site licensing and property release, where applicable</li> </ul>

### 3.3. Audio

<b><u>Technical aspects</u></b>	<ul style="list-style-type: none"> <li>▪ WAV (PCM) or MP3 file (64Kbps to 192Kbps)</li> <li>▪ international sound has to be mixed</li> <li>▪ indication of the duration of the product</li> </ul>
<b><u>Metadata</u></b>	<p>Detailed information in English and/or French:</p> <ul style="list-style-type: none"> <li>▪ Type of product: magazine, documentary, speech, interview ...</li> <li>▪ Title</li> <li>▪ Original title (if different)</li> <li>▪ Language versions</li> <li>▪ Producer</li> <li>▪ Director</li> <li>▪ Place of production</li> <li>▪ End date of production</li> <li>▪ Place of event</li> <li>▪ Start date of recording</li> <li>▪ End date of recording</li> <li>▪ Start date of distribution (if the distribution is authorised only from a certain date on)</li> <li>▪ End date of distribution (if the video may not be distributed after a certain date)</li> <li>▪ Summary</li> <li>▪ Script with names and functions of the personalities interviewed</li> <li>▪ Links to IP note, other useful information/website, DG website where the product can be viewed or downloaded</li> </ul>
<b><u>Copyright</u></b>	<ul style="list-style-type: none"> <li>▪ Sound recordings realised <u>within a framework service contract or direct service contract</u>: copy of the signed service contract, the signed specific agreement and the offer. The contract has to contain the standard copyright clauses (see annex 1)</li> <li>▪ Sound recordings produced <u>with a low value contract</u>: copy of the contract containing a link to the general terms and conditions (see annex 2)</li> <li>▪ Sound recordings acquired <u>with exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a service contract or low value contract</u>: copy of the signed assignment of rights (see annex 3)</li> <li>▪ Sound recordings acquired <u>with non exclusive rights</u> from third parties (agencies, archives etc.) <u>outside a framework contract or low value contract</u>: copy of the signed licence (see annex 4)</li> <li>▪ Rights to own voice: signed model release for all persons that are not public figures and whose voice has been recorded. For children the model release has to be signed by their parents. (text of the model releases see annex 5)</li> <li>▪ Music: a detailed list of the music used in the audio recording using the form in annex 7. <u>Evidence of the music licencing (invoices, licences etc.) has only to be provided as far as this is mandatory under the framework contract/individual contract of the particular video.</u></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Other pre-existing rights (rights existing prior to the production of the sound recording: a detailed list of all pre-existing rights (author, title, right holder, limitations to the licenced rights) using the form in annex 6 <u>Evidence of the licencing of the pre-existing rights (invoices, licences etc.) has only to be provided as far as this is mandatory under the framework contract/individual contract of the particular sound recording.</u></li> <li>▪ Site licensing and property release, where applicable</li> </ul>
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## **ANNEX 1**

Copyright **PROVISIONS OF** framework service contracts and direct service contracts

The copyright provisions of Framework Service Contracts and Direct Service Contracts can be found in paragraphs I.10 and II.13 of the model contracts.

The latest versions of the model contracts for Framework Service Contracts and Direct Service Contracts are available on BudgWeb at the following address:

[https://myintracomm.ec.europa.eu/budgweb/EN/imp/procurement/Pages/imp-080-030-010\\_contracts.aspx](https://myintracomm.ec.europa.eu/budgweb/EN/imp/procurement/Pages/imp-080-030-010_contracts.aspx)

For in depth information on Intellectual Property Rights and copyright clauses in procurement documents please see:

<https://myintracomm.ec.europa.eu/budgweb/EN/imp/procurement/Documents/ipr-note-en.pdf>

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## **ANNEX 2**

**COPYRIGHT PROVISIONS OF LOW VALUE CONTRACTS**

The copyright provisions of Low Value Contracts can be found in paragraph 13 of the General terms and conditions of Low Value Contracts.

The latest versions of the General terms and conditions is available on Europa at the following address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/lowVal\\_contracts/LowVal-contracts\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/lowVal_contracts/LowVal-contracts_en.cfm)

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## **ANNEX 3**

**ASSIGNMENT OF EXCLUSIVE RIGHTS FOR VIDEOS, PHOTOS AND SOUND RECORDINGS**

The latest version of the forms for the assignment of exclusive rights for videos, photos and sound recordings which are acquired from third parties outside a service contract or a low value contract is available on the Central Deposit site of the Audiovisual Library at the following address:

<https://myintracomm.ec.europa.eu/corp/comm/AtAGlance/Pages/CentralDeposit.aspx>

The forms can also be downloaded from the following address accessible from outside the Commission: <https://audiovisual.ec.europa.eu/en/album/M-002505>

The forms are available in all Community languages.

The Header and the content of the form are to be filled in by the DG.

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## **ANNEX 4**

### **LICENCE FOR NON-EXCLUSIVE RIGHTS FOR VIDEOS, PHOTOS AND SOUND RECORDINGS**

The latest version of the forms for the licensing of non exclusive rights for videos, photos and sound recordings which are acquired from third parties outside a service contract or a low value contract is available on the Central Deposit site of the Audiovisual Library at the following address:

<https://myintracomm.ec.europa.eu/corp/comm/AtAGlance/Pages/CentralDeposit.aspx>

The forms can also be downloaded from the following address accessible from outside the Commission: <https://audiovisual.ec.europa.eu/en/album/M-002505>

The forms are available in all Community languages.

The Header and the content of the form are to be filled in by the DG.

## **ANNEX 5**

### **MODEL RELEASE FORMS FOR PHOTOS, VIDEOS AND SOUND RECORDINGS**

The latest version of the model release forms for adults and minors is available on the Central Deposit site of the Audiovisual Library at the following address:

<https://myintracomm.ec.europa.eu/corp/comm/AtAGlance/Pages/CentralDeposit.aspx>

The forms can also be downloaded from the following address accessible from outside the Commission: <https://audiovisual.ec.europa.eu/en/album/M-002505>

The forms are available in all Community languages.

The Header and the content of the form are to be filled in by the DG and/or its contractor.

## **ANNEX 6: DECLARATION OF PRE-EXISTING RIGHTS**

I, *[insert name of the authorised representative of the contractor]* representing *[insert name of the contractor]* ('the contractor'), party to the [framework] [specific] contract *[insert title and number]*, warrant that the results and the pre-existing material incorporated in the results are free of rights or claims from creators or from any third parties for any use the contracting authority may envisage and declare that the results contain the following pre-existing rights:

**Please fill in the table – one line per pre-existing right**

<b>Result concerned<sup>5</sup></b>	<b>Pre-existing material concerned<sup>6</sup></b>	<b>TC in and out of pre-existing material (for videos only)<sup>7</sup></b>	<b>Rights to pre-existing material<sup>8</sup></b>	<b>Identification of rights' holder<sup>9</sup></b>

Date, place, signature

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<sup>5</sup> Title of the video, photo report or audio recording which is object of the contract with the European Commission

<sup>6</sup> Description of the pre-existing material used in the result: subject and reference number of the video footage or the photo; title and reference of the video production from which extracts have been used; description of any other pre-existing rights

<sup>7</sup> If the result is a video: Time code in and out of the pre-existing material within the video

<sup>8</sup> Description of the rights which are licensed on the pre-existing material; in particular description of any limitations to the rights (in time, geographical area, ways of distribution etc.)

<sup>9</sup> Name/Address of the rights holder to the pre-existing material

## **ANNEX 7: DECLARATION OF MUSIC RIGHTS**

Original music <sup>10</sup>	Library music <sup>11</sup>	Commercial music <sup>12</sup>	Composer / Arranger	Member of collecting society (Name)	Music title	Identification (Reference number / catalogue number / ISRC <sup>13</sup> )	CD Name / Track number	Publisher	Duration of the music <sup>14</sup>	Rights acquired/paid?		
										Synchronisation <sup>15</sup>	Publication <sup>16</sup>	Limitations: duration, territory, publication types

Date, place signature

<sup>10</sup> Original music = music composed specifically for a video, audio or photo production

<sup>11</sup> Library music = music distributed by Library Music Publishers that can be used without prior authorisation by the publisher. Synchronisation and publication rights have to be paid directly to the Rights Collecting Society (SABAM for Belgium).

<sup>12</sup> Commercial music = any existing music record that is covered by copyright (except Library Music). Prior authorisation by the publisher and the Rights Collecting Society (SABAM for Belgium) are needed.

<sup>13</sup> International Standard Recording Code

<sup>14</sup> Duration of the music title within the video, audio or photo production, NOT the overall duration of the music title or of the production

<sup>15</sup> Synchronisation rights = the right to synchronise music with still or moving images

<sup>16</sup> Publication rights = the right to communicate the music or the production containing the music to the public