AGICOA
THE RIGHTS PEOPLE

S-WRI
A simplified file standard for declaring rights on works

S-WRI specification

1 Introduction

This document specifies an Excel-based file format for submitting declarations at AGICOA. Compared to the existing WRI field standard, the **S-WRI** (**S**implified **W**orks and **R**ights **I**nterface) standard is substantially easier to handle by rightsholders, without having to draw on IT expertise. Such simplicity comes at a price, as a number of constraints attached to its use restrict the scope of its applicability. Where these constraints become unacceptable, the WRI (as opposed to S-WRI) electronic data interchange format remains the best solution for submitting declarations at AGICOA.

2 Scope of use

Rightsholders considering using the S-WRI file format will need to take the following constraints into consideration:

1. It is intended for submitting **new** declarations of rights on works (such as a new film, new short film, new series, new seasons of an existing series, new episodes of an existing season etc.). "New" means that it is the first time the rightsholder will declare rights on this work with AGICOA.
2. It is **not intended** for **updates** (nor in declaration data, nor in rights).
3. It can only be used to declare "**worldwide**" rights (no language, no channels, no territory restrictions).
4. But rightsholders will be able to declare a standard rights exclusion frame, which will apply to all declarations submitted in a specific incoming S-WRI. This will give the opportunity for a RH to state that they do not have rights (or do not wish AGICOA to claim) in the USA, as an example, for cable retransmission rights.
5. On series, the start of rights and end of rights dates have to be the same for all components[1] of that series. The serial header rights information, which has to be provided, will take precedence over any other information entered at season or episode level.
6. **Validity dates** are not managed by the S-WRI file but they will be copied from the date of rights (to enter rights refer to "Appendix 1 - S-WRI fields' specification", page 5). The Validity To will be set to perpetuity (31.12.9999).

3 S-WRI file format

The S-WRI file format is a Windows Excel 2003 compatible file.

4 Quality checks

Whereas the WRI file format had a more rugged format embedded in its specification, in the case of the S-WRI file format, errors are easier to get through, escaping undemanding quality control checks.
AGICOA's ability to remunerate broadcasts accurately is to a large extent impacted by the quality of the declarations it receives from rightsholders. Hence AGICOA's request towards rightsholders using the S-WRI file format to please be **thorough** in their controls. In particular, the following should be checked.

[1] Such as serial headers or seasons or episodes.

- Fields formats should be respected;
- Column headers have not been modified;
- Columns have not been interchanged;
- Work title: the field only contains the title, in conformity to encoding rules (see "Appendix 2 – Encoding rules", page 11). Comments in the title, such as "English version", have to be removed;
- … and make sure only "worldwide" rights are declared when using the S-WRI file.

5 Fields description

The S-WRI file requires fields to be populated with data in accordance to set specifications. Such detailed information can be found on "Appendix 1 – S-WRI fields' specification", page 5.

6 File naming convention

Rightsholders have the responsibility to name the S-WRI file sent to AGICOA in accordance with a set specification. "Appendix 3 – File Naming Convention", page 12 provides the necessary information on the file naming convention.

7 Declaration date

The declaration date for the declarations sent by S-WRI will be the date when those declarations are loaded in AGICOA's IRRIS data base (and not the date of the file and/or email).

8 The S-WRI template

A file named "SWRItemplate.xls" has been created in Excel 2003 for PC compatible format. This file contains two worksheets:

1. Worksheet "Mandates": please ensure that this worksheet has been properly filled out with the following information:
    a. The possible mandate exclusions.
    b. The mandates authorizations. This information is mandatory.
    c. The name of the authorized contact person. This information is mandatory.
2. Worksheet "Declaration" where works & rights information will be entered.

Details for field headers can be found in "Appendix 1 – S-WRI fields' specification", page 5.

9 S-WRI File Loading Process

Having completed a declaration in compliance with the S-WRI file standard is only one step in the declaration process. The following sequence of events is typical of all activities required prior to successfully loading the initial S-WRI file data in AGICOA's works and rights database:

1. The rightsholders generates the necessary S-WRI file, in line with the template specification requirement (see Chapter 8).
2. The rightsholders names the file in accordance with the naming convention (Appendix 3 – File Naming Convention"), page 12.
3. Rightsholder sends S-WRI file to his / her AGICOA Portfolio Manager (PM).
4. The PM loads the file in simulation mode.
5. Results of the loading in simulation mode are provided in a QCR (Quality Check Report) file. Two possibilities:
    a. No errors, the QCR will say so, and PM will load it in IRRIS. The QCR will be generated again (in production) and will be sent to rightsholder. Rightsholder will know that his / her file has been successfully loaded in IRRIS. End of file submission.
    b. Errors. PM send the QCR file to the rightsholder and rightsholder needs to go back to step 1, until 5a is successfully reached.

More on information about QCR on "Appendix 4 – QCR", page 13.

10 Support questions

Any support question regarding the above should be directed:

- by e-mail:
    - irrishelp@agicoa.org: for potential bugs / technical problems
    - tutorials@agicoa.org: for training
- or by phone at:
    - +41 22 544 83 11.

You may also direct any question to your Portfolio Manager.

Appendix 1 – S-WRI fields' specification

#	Data Field	Format	Description
	RHD	Integer[2] (6)	Mandatory. For rightsholders having an ***AGENT*** status at AGICOA. Enter the AGICOA assigned rightsholder number for the work being declared.
	RH Work Reference	Text (max 20)	Optional. An alpha-numeric reference that may be used by rightsholders to uniquely identify their audiovisual work.
	Type	Text (fix. 2)	Mandatory. According to AGICOA's regulations (2 alphabetical positions). Possible values: FF = "Feature Film" TF = "Telefilm" SH = "Short Film" SE = "Serial"
	Kind	Text (fix. 2)	Mandatory. According to AGICOA's regulations (2 alphabetical positions). Possible values: FI = "Fiction" NF = "Non Fiction" AN = "Animation"
	Duration	Integer (max. 999)	Mandatory. Cannot be "0". Duration of the Work Declaration expressed in minutes.
	ISAN	Text (max. 33)	Optional. International Standard Audiovisual Number as registered at ISAN International Agency. This field may only contain 12 or 26 characters (if no "-" and nor spaces are entered), or 33 characters (if "-" or spaces are entered). Entries will be checked for checksum compliance before being loaded in IRRIS. The following entry is recommended depending on the audiovisual type: ● Non-serial works and serial episodes: 26 character ISAN. ● Serial headers or seasons: the ISAN ROOT (first 12 characters). An episodic ISAN (any episode of the series) may also be entered here.
	Year of Production	Integer (fix 4)	Mandatory. For serial header information, when a production year is entered, it should be the one of the first episode of that series.
	Original Title Language	Text (fix. 3)	Mandatory. Language code (ISO 639-2/B, 3A).
	Original Title	Text (max. 100)	Mandatory. Please refer to "Appendix 2 - Encoding rules", page 11.
	Alternate Title 1 Language	Text (fix. 3)	Optional. Becomes mandatory if the Alternate Title 1 is filled. Language code (ISO 639-2/B, 3A).
	Alternate Title 1	Text (max. 100)	Optional. But strongly recommended to increase identification. Please refer to "Appendix 2 - Encoding rules", page 11.
	Alternate Title 2 Language	Text (fix. 3)	Optional. Becomes mandatory if the Alternate Title 2 is filled. Language code (ISO 639-2/B, 3A).

[2] A whole number, e.g. without decimals.

	Alternate Title 2	Text (max. 100)	Optional. But strongly recommended to increase identification. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Alternate Title 3 Language	Text (fix. 3)	Optional. Becomes mandatory if the Alternate Title 3 is filled. Language code (ISO 639-2/B, 3A).
	Alternate Title 3	Text (max. 100)	Optional, but strongly recommended to increase identification. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Serial Grouping	Text (max.50)	Mandatory for type “SE”. Blank in other cases. When a series is declared for the first time, the declarant has to enter a serial grouping reference (of its own making). Example of a “Serial grouping” field entry: “Desperate househusbands”. This field has to be repeated on all components of the same series, and will be used to group all these components under the same series (serial header, seasons and episodes). Other series and their components, in the same S-WRI file, cannot use the same reference. Note: this field is not stored by AGICOA, once the S-WRI declarations have been loaded in the IRRIS database. As a result, another series, declared in another S-WRI file could use the same serial grouping identifier.
	Serial Header Declaration Number	D-999999999	Optional. Becomes mandatory when the serial is already declared in IRRIS. The AGICOA serial header declaration number is compulsory if a new serial component (such as new season or new episode) is added to a previously declared series. This number can be found in IRRIS Web or in the equivalence table rightsholders can obtain from their Portfolio Manager.
	Serial Level	Number (fix. 1)	Mandatory for type “SE”. Blank in other cases. The following possible values are accepted: 1 = “Serial header” 2 = “Season” 3 = “Episode”
	Season Number	Integer (max 4)	Optional. Strongly recommended if an episode is being declared and the corresponding season exists. Indicates the season number of a season or episode (of that season) being declared. When declaring an episode, this field must contain the season number, to be able to link the episode to a given season. If the episode does not belong to any season, this field remains empty.
	Episode Number	Integer (max 6)	Optional. But highly recommended where available. Number of the current episode.
	Director 1 first Name	Text (max. 15)	Mandatory. First name. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Director 1 last Name	Text (max. 25)	Mandatory. Last name (Family name). Please refer to “Appendix 2 - Encoding rules”, page 11.
	Director 2 first Name	Text (max. 15)	Optional. First name. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Director 2 last Name	Text (max. 25)	Optional, unless a first name for Director 2 has been entered. Last name (Family name). Please refer to “Appendix 2 - Encoding rules”, page 11.

	Actor 1 first Name	Text (max. 15)	Optional. First name. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Actor 1 last Name	Text (max. 25)	Optional, unless a first name for Actor 1 has been entered. Last name (Family name); Please refer to “Appendix 2 - Encoding rules”, page 11.
	Actor 2 first Name	Text (max. 15)	Optional. First name. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Actor 2 last Name	Text (max. 25)	Optional, unless a first name for Actor 2 has been entered. Last name (Family name); Please refer to “Appendix 2 - Encoding rules”, page 11.
	Actor 3 first Name	Text (max. 15)	Optional. First name. Please refer to “Appendix 2 - Encoding rules”, page 11.
	Actor 3 last Name	Text (max. 25)	Optional, unless a first name for Actor 3 has been entered. Last name (Family name); Please refer to “Appendix 2 - Encoding rules”, page 11.
	Production Country 1	Text (fix. 2)	Mandatory. Country code (ISO 3166, 2A).
	Production Country 2	Text (fix. 2)	Optional. Country code (ISO 3166, 2A).
	Production Country 3	Text (fix. 2)	Optional. Country code (ISO 3166, 2A).
	Original Language 1	Text (fix. 3)	Mandatory. Language code (ISO 639-2/B, 3A).
	Original Language 2	Text (fix. 3)	Optional. Language code (ISO 639-2/B, 3A).
	Original Language 3	Text (fix. 3)	Optional. Language code (ISO 639-2/B, 3A).
	Production Company 1	Text (max. 100)	Mandatory.
	Production Company 2	Text (max. 100)	Optional.
	Production Company 3	Text (max. 100)	Optional.
	General Mandate	Text (yes)	Mandatory. Should be set to “yes”. This indicates that the Rightsholder mandates AGICOA to exercise the retransmission rights expressed in the declaration for the General Mandate.
	Catch-up TV	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Catch-up TV Services for the declaration.
	TV Start from the Beginning	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license TV Start from the beginning Services for the declaration.
	Pause and Resume	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Pause and Resume Services for the declaration.
	Preview TV	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Preview TV Services for the declaration.
	TV Everywhere	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license TV Everywhere Services for the declaration.
	In Home	Text (yes/no)	Mandatory.

			This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license In Home Services for the declaration.
	Set Top Box to Set Top Box Streaming	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Set Top Box to Set Top Box streaming Services for the declaration.
	Network Personal Video Recorder	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Network Personal Video Recorder Services for the declaration.
	Communication to the Public in Bars, Cafes and other Public Areas	Text (yes/no)	Mandatory. This indicates if the Rightsholder mandates AGICOA to exercise the inherent rights to license Communication to the public in bars, cafes and other public areas Services for the declaration.
	Rights for serial (Serial level)	Text ("X" or empty)	Optional. Indicate with an "X" the level on which the rights should be applied. If left blank, the rights will automatically be applied for the serial header only. NOTE: Only applicable to series.
	Rights %	Value up to 100	Optional: This indicate the % of rights for which the Rightsholder is entitled to collect. NOTE: Point or comma is accepted
	Rights from Day	Integer (max 2, value between 1 and 31)	Optional. Enter the day when rights start. But If "Rights from day" field is empty, "1" (first day of the month) will be entered in IRRIS by default. For all types of audio visual works, excluding seasons or episodes of a series, if the "Rights for serial (Serial level)" column is left blank: ● "Rights from day" must be filled if "Rights from month" and/or "Rights from year" fields are filled. For seasons or episodes of a series: ● If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity from day**" will be set in IRRIS to the same value as per the above.
	Rights from Month	Integer (max 2, value between 1 and 12)	Optional. Enter the month when rights start. But If "Rights from month" field is empty, "1" (January) will be entered in IRRIS by default. For all types of audio visual works, excluding seasons or episodes of a series, if the "Rights for serial (Serial level)" column is left blank: ● "Rights from month" must be filled if "Rights from day" and/or "Rights from year" fields are filled. For seasons or episodes of a series: ● If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity from month**" will be set in IRRIS to the same value as per the above.

	Rights from Year	Integer (fix 4)	Optional. Enter the year when rights start. But If "Rights from year" field is empty, then the value of "Year of production" will be taken over in IRRIS by default. For all types of audio visual works, excluding seasons or episodes of a series, if "Rights for serial (Serial level)" column is left blank: ● "Rights from year" must be filled if "Rights from day" and/or "Rights from month" fields are filled. For seasons or episodes of a series: ● If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity from year**" will be set in IRRIS to the same value as per the above.
	Rights to Day	Integer (max 2, value between 1 and 31)	Optional. Enter the day when rights end. But If "Rights to day" field is empty, "31" (last day of the month) will be entered in IRRIS by default. For all types of audio visual works, excluding seasons or episodes of a series, if "Rights for serial (Serial level)" column is left blank: ● "Rights to day" must be filled if "Rights to month" and/or "Rights to year" fields are filled. For seasons or episodes of a series: ● If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity to day**" will be set in IRRIS to "31".
	Rights to Month	Integer (max 2, value between 1 and 12)	Optional. Enter the month when rights end. But If "Rights from month" field is empty, "12" (December) will be entered in IRRIS by default. For all types of audio visual works, excluding seasons or episodes of a series if "Rights for serial (Serial level)" column is left blank: ● "Rights to month" must be filled if "Rights to day" and/or "Rights to year" fields are filled. For seasons or episodes of a series: ● If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity to month**" will be set in IRRIS to "12".
	Rights to Year	Integer (fix 4)	Optional. Enter the year when rights end. But If "Rights from year" field is empty, then the value "9999" (perpetuity) will be taken over in IRRIS by default. For all types of audiovisual works, excluding seasons or episodes of a series if "Rights for serial (Serial level)" column is left blank: ● "Rights to year" must be filled if "Rights to day" and/or "Rights to month" fields are filled.

			For seasons or episodes of a series: • If the rights are different from one season to another or one episode to another, indicate where the rights should be applied and enter an "X" in the "Rights for serial (Serial level)" column. The "**validity to year**" will be set in IRRIS to "9999".

Note: if your S-WRI file contains new seasons of a previously declared series, only enter the new components. Re-entering the serial header or already declared seasons will generate an error and your S-WRI file will not be loadable.

Recapitulation of the minimum mandatory fields:

- The name of one director is mandatory
- One country of production
- One original language
- Type
- Kind
- Duration
- One original title, with the corresponding language
- Year of production
- One production company
- General Mandate
- Catch-up TV Mandate
- TV Start from the beginning Mandate
- Pause and Resume Mandate
- Preview TV Mandate
- TV Everywhere Mandate
- In Home Mandate
- Set Top Box to Set Top Box streaming Mandate
- Network Personal Video Recorder Mandate
- Communication to the public in bars, cafes and other public areas Mandate

Reminder: more is better.
The more works information is provided at declaration, the more effective the broadcast identification process will be.

Appendix 2 – Encoding rules

The following encoding practices are recommended.

Be precise	IRRIS, AGICOA's works and rights repository system, will not be able to retrieve data not properly encoded, nor properly spelt.
	• Encode the correct data, at the correct place, the very first time! • Encode without any typo; • To respect Rightsholders' declarations integrity (RHs data + Works & Rights), PM must encode exactly what has been declared by RH, using encoding rules here after. • For titles, the article should be in front and not after the word ("The Cat" and not "Cat, the").
Upper case/Lower case	

	Except in German which calls for upper cases on each noun :
	
	• For rightsholders data: only the first letter of each noun is in upper case :
	  ○ Company name: **E**uropean **C**ompany for **C**inematrografic **P**romotion, **O**liver **E**nterprises
	  ○ Contacts names, actors, RHs: **M**arie-**A**ndrée **G**reco, **M**arie-**A**strid **L**egendre, **I**dzard **V**an **D**er **P**uyl, **A**lcazar **F**ilms **V**ideo **P**roducciones
	  ○ Function: **P**ortfolio **M**anager, **Chief Financial Officer**, **Business & Legal Director**
	• For Works data:
	  ○ Names (Participants, Production Companies, Principal): only first letter of each name in upper case: **I**ngrid **B**ergman, **S**ystem **P**roduction, **A**llo **E**nterprises
	  ○ Works titles: only title first letter in upper case, except of course when title includes a family name or an acronym: **A**gainst the wind, **H**ot summer night, but and of course : **O**ne night with **E**liot, **E.T.**
	• Acronyms, Short names: in upper case
	  ○ **AFMA**, **ANGOA**, **AGIGVA**, **AAN**, **ETR**

Appendix 3 - File Naming Convention

The S-WRI file sent to AGICOA will respect the following naming convention:
<AGICOA Rightsholder number>_<Format version>_<transaction identifier>.xls

Where:
<AGICOA Rightsholder number> is the unique rightsholder number given to you by AGICOA when you first registered as a rightsholder. Agents should use their assigned number, and not that of their mandating rightsholder on behalf of which the declarations are being made.

<Format version> is equal ***swri02***

< transaction identifier > is a unique number composed of 10 integer digits, that is derived by concatenating:

- The date when the S-WRI file was generated. Format: YYYYMMDD
- And an incremental sequential number. Format: fixed integer 99

The declarant will ensure the uniqueness of the S-WRI file names sent to AGICOA.

Examples:
As rightsholder number 12345, you are sending AGICOA an S-WRI file generated on 30 July 2010. This is the second file generated this day on behalf of this rightsholder.
This S-WRI file will be named: 12345_swri02_2010073002.xls
Note that the ***xls*** suffix is automatically generated and appended when you save your file using the Excel (2003) format.

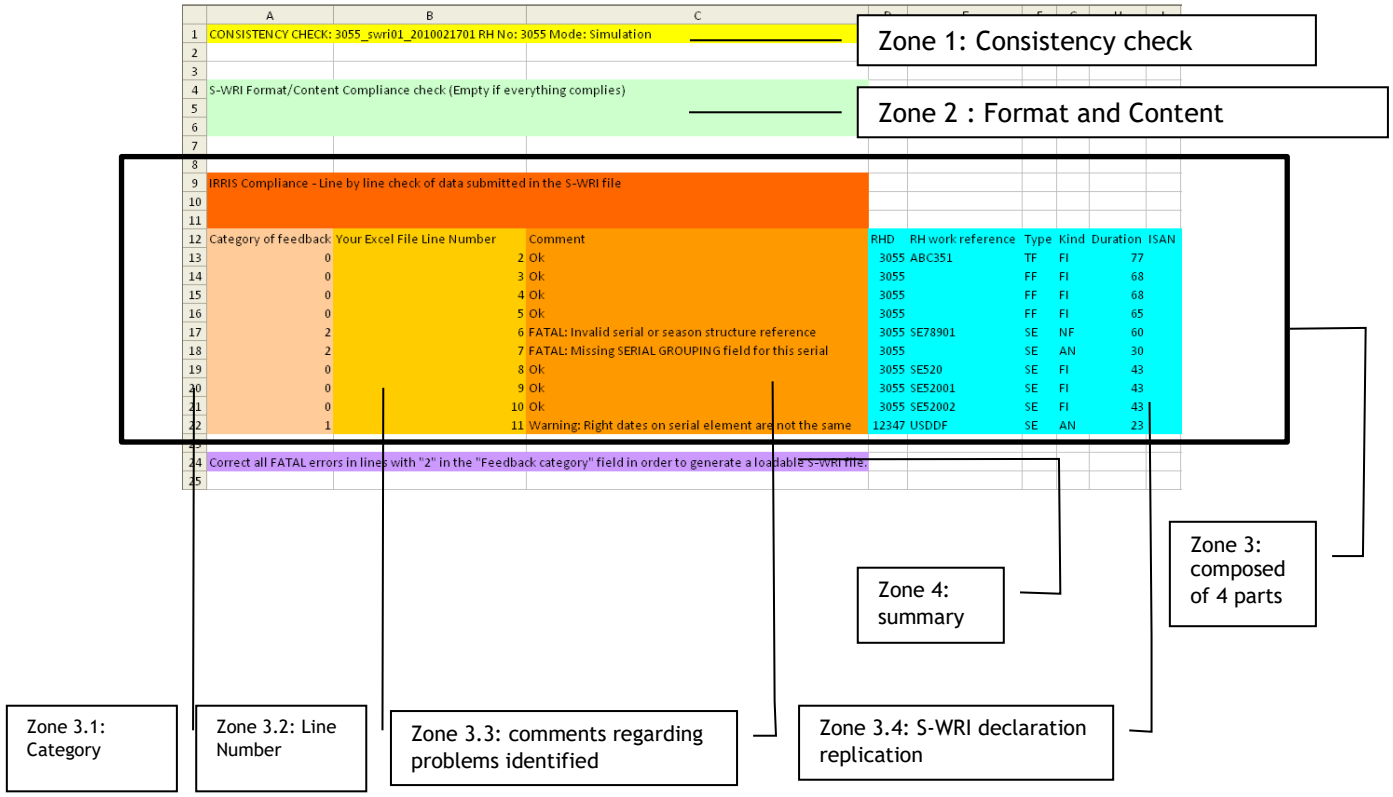
Agent # 65432 wishes to send AGICOA an S-WRI file generated on 8 March 2015. The file to be sent includes declarations for two of its rightsholders: rightsholder 98765 and rightsholder 12394. This is the first file generated this day by this agent.
This S-WRI file will be named: 65432_swri02_2015030801.xls
Note that the two dependent rightsholders references do not appear in the file name, only the agent number.

Appendix 4 - QCR

The QCR, Quality Check Report, is an Excel file that mirrors the file submitted by the rightsholder, providing information on issues that may have been detected, preventing / enabling the loading of the declarations in the IRRIS database.

The QCR file naming convention is the following: the file name will repeat the S-WRI file name with the extension "_checked".

When opened, the following parts become apparent:



Please note that the actual Excel file has no color in it. Colors are used in this example to show the various kinds of information available.

1. Zone 1, “Consistency Check”, indicates if the S-WRI file was processed in "Simulation" mode (just a check of compliance of the file), or in "Load in Production" mode (creation of the declarations and rights in IRRIS data base, provided no fatal error is detected). Usually, AGICOA processes a file the first time in Simulation mode to check the compliance and fatal errors, and if none, the same file is processed in "Load in Production" mode.
2. Zone 2 (“S-WRI Format/Content Compliance check (Empty if everything complies)”) reports on a number of consistency checks. Such as:
    a. Field headers have not been modified nor misplaced in their sequence.
    b. Plausibility check on the rightsholder number being presented.
    c. Other checks, the results of which would show in case of problem.
3. Zone 3 recapitulates line by line the information provided in the S-WRI file and identifies issues by highlighting them in columns A to B:
    a. Zone 3.1 in column A (“Category of feedback”: the following code is used to signal the seriousness of the error detected:
        i. 0 = ok, no error.

ii. 1 = warning: this will happen when the information provided by the rightsholder in his / her S-WRI declaration is superseded by the one taken over in IRRIS, based on rules. As an example, this may happen if the ISAN number provided is incorrect. AGICOA will not block the loading of the declaration, but will remove the wrong ISAN from the data transferred. It is hence important for rightsholder to review the warnings to try and correct the data that is causing an ingestion issue.
iii. 2 = fatal error: without correction, the S-WRI file cannot be loaded.

b. Zone 3.2 in column “Your Excel File Line Number” indicates the corresponding row number of the original S-WRI file.
c. Zone 3.3, column “Comment”, provides information in clear text regarding the fatal error or the warning issue. There can be more than one error and/or warning on the same line. Fatal errors appear first, followed by warnings.
d. Zone 3.4, column D and subsequent, replicates the line by line information provided in the original S-WRI declaration.

4. Zone 4: if fatal errors are detected at this level (category 2 type errors), the following is added at the end of the check file:

"Correct all FATAL errors in lines with "2" in the "Feedback category" field to be able to generate a new S-WRI file."