ISAN
C A N A D A

one number, worldwide
un monde, un numéro

How to use ISAN in your production:

A step-by-step guide

June 2018

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WHAT is ISAN?

1. ISAN is the **International Standard Audiovisual Number.**

2. ISAN consists of 24 hexadecimal digits and consists of the Root (12 digits), the Episode (4 digits) and the Version (8 digits), plus 2 check characters. It is a 'dumb' number, meaning that there is no inherent intelligence or meaning to the order of the numbers.

3. ISAN provides a unique, internationally recognized and permanent reference number for each audiovisual work and related versions registered in the ISAN system.

4. The ISAN standard (ISO standard 15706 & ISO 15706-2) is recommended or required as the international audiovisual identifier of choice for producers, studios, broadcasters, Internet media providers and video games publishers who need to encode, track, and distribute audiovisual works in a variety of formats and is incorporated in many draft and final standards such as AACS, DCI, MPEG, DVB, and ATSC.

5. ISAN enables seamless tracking by third parties of any registered work (from development through to distribution and consumption).

6. ISAN allows improved accuracy of metadata resulting in faster information retrieval, and royalty payments with reduced transaction costs.

7. ISANs can be incorporated in both digital and physical media, such as theatrical release prints, DVDs, Blu-Ray discs, publications, advertising, marketing materials and packaging, as well as licensing contracts to uniquely identify works and to assist with anti-piracy efforts.

1. Producers working under a **CMPA** (Canadian Media Producers Association) IPA (Independent Production Agreement) are required, when applicable, to obtain the number by:

   - Articles 7.06(g), 9.01(j) and 12.01(a) of the DGC IPA 2016-2018

   - Article A506(c) of the CMPA/AQPM ACTRA IPA 2016-2018

   - Article C1001(iii) of the IPA between CMPA/AQPM and WGC 2015-2017 (extended to June 20, 2019)

2. The **CMF** (Canada Media Fund) requires an ISAN number during the final reporting stage before final payment will be released: "The ISAN root number should be supplied, if available. Please be advised that the full ISAN number for all episodes and versions is included in the CMF Financing Agreement as a mandatory requirement at final costs."

   CMF Documentation Examples

   [from *Phase II: Closing Documents Checklist – Production Television Component – Convergent Stream*]: "International Standard Audiovisual Number (ISAN) form is required for the TV Component for all episodes and versions."

   [from *Phase II: Closing Documents Checklist – Production Digital Media Component – Convergent Stream*]: "The full ISAN number (International Standard Audiovisual Number) for all episodes, webisodes, mobisodes and versions is a mandatory requirement at final cost for all audio-visual projects as included in the CMF Financing Agreement."

[from *Final Cost: Closing Documents Checklist – Versioning – Convergent Stream*]: "International Standard Audiovisual Number (ISAN) is required for the Versioned project."

[from *Phase II: Closing Documents Checklist – Production – Experimental Stream*]: "The full ISAN number (International Standard Audiovisual Number) for all webisodes and versions is a mandatory requirement at final cost for all audio-visual projects as included in the CMF Financing Agreement. ISAN is not required for non audio-visual projects such as application software."

3. In the Useful Tools section of the **Telefilm** website (https://telefilm.ca/en/financing) you will find a list of documents and templates, several of which request ISAN numbers.

4. The **CRTC** requests ISAN for their Canadian Program Certification.

    For example, from Live *Action - Application form 206 - Canadian Program Certification* (Production Information, Section 4.9):   "Provide the International Standard Audiovisual Number(s) (ISAN) for this production, if applicable. (See Guide, Section 10, Line item 4.9.)"

    See www.crtc.gc.ca/canrec/eng/guide1.htm for more information

5. An ISAN is "optional – but recommended" when publishing **Blu-ray** discs:

    See the AACS (Advanced Access Content System) Introduction and Common Cryptographic Elements Book (Oct. 26, 2012):

    www.aacsla.com/specifications/AACS_Spec_Common_Final_0953.pdf

6. **CAVCO** Canadian Film or Video Production Tax Credit (CPTC):

    Section 7. Production
        7.01 Production ISAN
        "Where available, enter the ISAN number for the production. For more information on obtaining an ISAN number, visit ISAN Canada's Web site."

Section 9. Series
  9.04 ISAN
    "Where available, provide the ==ISAN== number for each episode."

7. The **Bell Fund**, the **Independent Production Fund** and **COGECO Program Development Fund** all request proof of ISAN (if applicable) as a deliverable on their production contracts.

8. **SOCAN** (The Society of Composers, Authors and Music Publishers of Canada):

On-Demand Streams

(2) No later than 20 days after the end of each month, any service that provides on-demand streams shall provide to SOCAN a report setting out for that month, in relation to each file that was delivered as an on-demand stream, the following information, if available:

(d) the International Standard Audiovisual Number ==(ISAN)== assigned to the file…

Limited Downloads/Rentals

(6) No later than 20 days after the end of each month, any service that provides limited downloads shall provide to SOCAN a report setting out, for that month, in relation to each audiovisual file that was delivered as a limited download, the following information, if available:

 (d) the International Standard Audiovisual Number ==(ISAN)== assigned to the file…

See www.cb-cda.gc.ca/tariffs-tarifs/proposed-proposes/2014/socan29062013.pdf

9. **SODRAC** (Societe du droit de reproduction des auteurs, compositeurs et editeurs au Canada):

Reporting and Payment Requirements

(3) A distributor who does not supply a musical cue sheet pursuant to paragraph (1)(d) shall collaborate with SODRAC if SODRAC attempts to secure the cue sheet from anyone, including the producer of the audiovisual work, other than another collective society. If SODRAC does not receive the cue sheet despite such collaboration, the distributor shall provide to SODRAC, if available, (d) the ==ISAN== code…

13. (1) No later than 60 days after the end of a semester, a distributor shall provide to SODRAC, with respect to each audiovisual work that is mentioned in a report received pursuant to section 12 before the end of the semester and a copy of which was sold during the semester, the following information relating to that semester:

(c) if already supplied, the ISAN code…

See www.cb-cda.gc.ca/tariffs-tarifs/certified-homologues/2013/sodrac5-05-07-2013.pdf

DGC/CMPA Standard Agreement

7.06 Work Permits

If the Producer requests of the District Council a work permit, the request shall be made on ten (10) days written notice to the District Council and shall include:

 (g) the name of the Motion Picture, the number of Episodes and Episode name and number and the ISAN and/or V-ISAN number when available...

9.01 Production Notice

The Producer shall notify the District Council of each Production which shall or may engage Guild Members which the Producer has undertaken or contracted to perform. The notice to the District Council shall be in writing and shall specify:

(j) the ISAN and/or V-ISAN number for the Motion Picture, when available...

12.01 Contract for Services Required

(a) Within a reasonable time after engaging any Guild Member and in any event no later than the first payday an individual written Contract for Services in the form set out in Schedule 1 or 8 hereto must be signed by a responsible Production executive of the Producer and by the Guild Member and filed with the District Council. The Contract for Services shall contain the following information: name, home address, social insurance number, date of engagement, compensation rate, name of Motion Picture, ISAN and/or V-ISAN number, individual Episode name and number, if applicable and basis of engagement (i.e., daily, weekly, specific term or extended term).

DGC/CMPA Standard Agreement – Directors - Schedule 1

DR24.00 ISAN

DR24.01 (a) The parties hereto acknowledge that specifications for an international standard audiovisual number, ISAN or V-ISAN, are currently under development and nearing completion, under the auspices of the International Standards Organization (the "ISAN standard"). It is contemplated that regional agencies for the registration and granting of ISAN/V-ISAN for Motion Pictures will soon be established in Canada or North America. At such time as a regional ISAN agency serving Canada is established, each Producer of a Motion Picture produced under

the terms of this Agreement shall be required to apply for an ISAN/V-ISAN for each such Motion Picture.

(b) The Producer shall apply for an ISAN/V-ISAN at the earliest practical opportunity in the production of the Motion Picture so that the ISAN/V-ISAN may be included as key information on each Guild Member's Contract for Services and other documentation. The Producer shall advise the District Council upon request, and in any event no later than the end of post-production, of the ISAN/V-ISAN for the Motion Picture.

(c) In registering the Motion Picture for an ISAN/V-ISAN, the Producer will be required to provide the ISAN regional agency with certain descriptive data concerning the Motion Picture, pursuant to the ISAN/V-ISAN standard. The Producer shall include the full name(s) of the principal director(s) in the descriptive data in each registration of an audiovisual work, including the registration of an episode within a serial audiovisual work, in additional to all mandatory descriptive data required under the ISAN/V-ISAN standard.

(d) The Producer will adhere to such other reasonable requirements as may be developed from time to time by the applicable ISAN agency to establish and implement an international registration and tracking system for audiovisual works in the film and television industry.

ACTRA - CMPA and AQPM (Association québécoise de la production médiatique, formerly APFTQ) IPA

A506 Production Information

The Producer shall submit to the nearest local ACTRA office not later than forty-eight (48) hours, whenever possible, and in any event not less than twenty-four (24) hours prior to the first scheduled working day, the following information, when known:

 (c) season, Episode, Episode number, and ISAN number (if available)...

WGC - CMPA and AQPM IPA

ARTICLE C10 – PRODUCTION FEE

C1001 The Producer shall provide to the Guild in writing the following
information, when known:

iii) Season, episode name, episode number and ISAN number (if available)...

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WHO
registers for ISAN?

Projects in Production:

1. Designate someone on your production to register with ISAN Canada. This is often the Production Manager or Production Co-ordinator. This person should appear on your ISAN Canada account as your company's 'Registration' contact. You will also need to identify a 'Main' contact (normally the producer) and a 'Billing' contact, possibly the production or parent company accountant.

2. You will want to make sure that if your production company is a subsidiary company or a 'single-purpose' company, that the parent company is registered first. The parent company will pay the one-time account set-up fee, while all subsequent subsidiary or related companies will not have to pay this fee.

3. When registering your production company with ISAN Canada, please note that it is a subsidiary of the parent company on the application, if this is the case.

Parent Company (for completed productions):

1. Set up an ISAN Canada account for your company if you have not already done so.

2. Designate someone to register for ISANs. For completed works, this may be the person in your company responsible for business affairs, distribution arrangements, library management, or any other function involved in the tracking of physical copies, rights management, and performance reporting.

3. You may also authorize third parties such as distributors and post-production facilities to obtain numbers on your behalf, via a letter to ISAN Canada indicating this.

4. For large catalogues, information may be submitted in batches. Contact the ISAN Canada office for details. Volume discounts are available.

5. Ensure that your ISAN number is affixed to all contracts, copies and versions of the work where possible, whether as an embedded digital code, a 24-digit number, or as a two-dimensional barcode (high resolution EPS versions of the barcode are available for download directly from the web template).

WHEN
to register for ISANs

You may apply for an ISAN, In-Development ISAN or Version ISAN at any point in the production process. However, you may want to apply early on for an In-Development ISAN at the point of pre-production in order to fulfill requirements and requests with unions, guilds, funding agencies and government.

Preliminary check: If your head office or parent company is located outside of Canada, you may want to check with them first to ensure that this particular AV work has not yet been assigned an ISAN. If it has not, you may first want to determine if your head office or parent company would prefer to register the AV work with an ISAN registration agency located within their country.

1. Pre-Production: Obtain an In-Development ISAN at the point where you begin to sign contracts for the production. This will only provide you with the actual number and does not require metadata at this phase. However, this title cannot be searched within the global database until the metadata is filled in.

2. Production: Once most pieces of the production are in place, you may go into the ISAN system and fill in the relevant information available.

3. Post-Production: At the point where credits are locked, please finalize all data in the ISAN system associated with your ISAN for a specific title or episode.

Notes:

- An ISAN is required first, and Version ISANs (V-ISANs) are derived from the initial "parent" ISAN.

- Version ISANs are recommended for Blu-ray Discs.

- When registering DVD or Blu-ray Disc box sets, please contact ISAN Canada for detailed instructions.

- You can download an EPS file which is composed of the ISAN logo, the ISAN itself and a two-dimensional barcode directly from the ISAN web template. This EPS graphics file can be used in the end credits or on packaging or directly on Blu-ray discs or DVDs.

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HOW
do you register your company with ISAN Canada?

Registering Your Company/Production:

1.   Go to www.isan.ca

2.   Click on 1 – ACCESS ISAN

3.   Click on – CREATE AN ACCOUNT

4.   Click on – ISAN Canada Account Application

5.   Fill out the application, print and sign **2** original copies and send via post or
        courier to: ISAN Canada, 1 Toronto Street, Suite 702, Toronto, ON M5C 2V6
        (please ensure that both the Cardholder and User sections are signed).

6.   Once your payment has been processed (usually within 2 weeks) you will receive
        an email providing you with your Username and Temporary Password with which
        you can log in to your ISAN Canada account on the website www.isan.ca.

7.   Within 30 days you will receive by post a signed copy of your agreement with the terms
        and conditions, an invoice and a receipt for your one-time registration fee with ISAN
        Canada. See *ISAN Canada Pricing:*
        www.isan.ca/english/pdfs/ISAN_Canada_Pricing_July_2016-FINAL.pdf

Registering Parent or Subsidiary Companies:

1.   You must register the parent company first, before registering a subsidiary company or 'single purpose' company.

2.   Each company must fill out a separate application in duplicate and record a different Login username on each company's application. Billing information may be different from the parent company's billing information. All subsidiary companies will be linked to the parent company.

3.   The parent company will pay the one-time registration fee, while all subsidiaries of the parent company do not pay a registration fee.

4.   Make sure that all payments have been made to ISAN Canada before closing a single-purpose company and that an appointee of the parent company is named on the application. You may want to check with ISAN Canada before closing down the production and are encouraged to edit your account information online to indicate the appropriate contacts of the parent company.

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**HOW
to create an ISAN, in-Dev ISAN, Version-ISAN or make a query**

Log In:

1. Go to www.isan.ca

2. Click on – LOG IN in the top right corner.

3. Click on the phrase ISAN System.

4. Enter your Username 'xxxxx.update' and your Temporary password as indicated in your welcome email from ISAN Canada.

5. Click the ► Login button.

6. Your client homepage will be displayed.

Create an Individual ISAN:

Select "Create single ISAN" from the menu on the left side of your account homepage and fill in the information for your production, clicking "Next" to move from page to page. On the last page, click "Request ISAN." Your ISAN number will be displayed on your account homepage within a few minutes. If you are registering a series or series episodes, please follow the special instructions below.

Create a Series or Episode of a Series:

Each episode of a series requires an ISAN, as stated by the International Standards Organization (ISO) in Annex A of ISO 15706-1:2002. For example, if you are producing 13 episodes, you require 13 ISAN numbers. For every series a Serial Header must be created first. The Serial Header is simply the title of your series; it is assigned an identification number (SHID) but not an actual ISAN. All parts/episodes of the series regardless of season are then linked to the Serial Header.

Create a Serial Header:

- Log in to the ISAN system and click on "Create serial ISAN" on your account homepage. Do not click on "Create single ISAN" at any time for a series registration. This will bring you to the "Search a Serial Header & Register a new episode" page.

- Type the name of your series in the Title box, then click "Search." If the title of your series does not appear you will need to add it—click the "Add" button and enter the language of your series.

- Click "Save." Once the series has been added in this way, after a few minutes it will appear in the database and you can then register your episodes.

Register an Episode:

- Click "Create serial ISAN" and search on the title of your series. This time, when the serial header is displayed, click "Select" and you will be taken back to the "Create an ISAN" page. You should see the name of your series appearing beside the "Is Episode" button. On this screen, enter the episode number, season number, and all other required information (all fields in bold are mandatory).

- Click the "Next" button. This will bring you to the "Titles" page. This section refers to the episode title. Enter the original language of the episode title and then enter the title of ONE EPISODE ONLY in the first "Title" box. The other 3 "Title" boxes should remain empty unless there is an alternate or translated version of the episode title. If your episodes do not have specific titles (e.g. "Episode 1") please use the following format: "Name of Series – Episode #."

- Click "Next." On the "Participants" page, at least one Director is required. Enter the names of 3 actors if applicable. You can also enter other participants here, such as Creator, Composer, Producer, etc.

- Click "Next" again. You will now see all the information you have entered for your first episode displayed. If you do not wish to make any changes at this time (the

information can be edited later if necessary) click the "Request ISAN" button and the ISAN number for this episode will be displayed on your account homepage within a few minutes.

- To register your next episode, begin the process again by clicking "Create serial ISAN."

NOTE: The cost of each ISAN is the same, regardless of the length of the episode or work.
(see ISAN Canada Pricing: www.isan.ca/english/pdfs/ISAN_Canada_Pricing_July_2016-FINAL.pdf)

Download an ISAN Logo/Barcode:

By clicking on the small icon beside the ISAN number on its associated database record, you are able to download a JPEG version of your ISAN with its barcode and logo. High resolution EPS versions of the barcode are now also available for download directly from the web template.

Create an In-Development (in-dev) ISAN:

1. Select "Request in-dev ISAN" from the main menu.

2. Click the ▷ Is Episode button if you are registering a series, OR enter the number of ISANs you need in the white box beside "Number of Non-episodic in-development ISAN" and click ▷ Ok

3. When you have more information about your title, go back into the database to add the associated metadata by clicking "Follow-up in-dev ISAN," making sure to save and activate each in-dev ISAN.

Create a Version ISAN:

1. Once you create an ISAN, or an ISAN already exists in the registry, then you may wish to add a Version ISAN (V-ISAN) to indicate language version, or format version (ie. Blu-Ray Disc), broadcast version or closed-caption version, etc. You may do this by clicking on "Create V-ISAN," entering the number of the original (parent) ISAN and following the prompts. There is an additional nominal cost for each Version ISAN.

Make a Query in the ISAN Database:

1. Log in to your account and click "Search from work info" to search by exact phrase or title keyword. The Advanced Search option lets you search by year, director's name, etc.

2. Click on the relevant ISAN number in the list of results to display the detailed metadata for that title.

You will be charged a nominal fee for each query which is not within your own catalogue ("RA Catalogue" or "ISAN Catalogue" under "Search Scope"). You are not charged for queries made within your own (client) catalogue or within the group catalogue of related companies (ie. parent or other subsidiaries of the same parent company).

See ISAN Canada Pricing:
www.isan.ca/english/pdfs/ISAN_Canada_Pricing_July_2016-FINAL.pdf

Edit a Record in the ISAN Database:

1. Search on the episode or work you wish to update—either by the ISAN number (select "Search from ISAN or V-ISAN" option in the menu on left side of your homepage) or by keyword ("Search from work info" option).

2. Click on the ISAN number in the list of results, and then click the "Edit" button at the bottom of the screen.

3. Make the changes, click "Preview" then click "Save."

Affixing ISAN

1. If you would like to use your ISAN logo/number in your end credits or for packaging, you can click on "Affixing ISAN" on your account homepage and choose the format you wish to download (EPS or JPEG) to download barcodes for your entire catalogue.

2. You can also click the ▓ icon directly from an ISAN record display to download only that particular barcode.

Example of an ISAN number with a two-dimensional barcode:

ISAN 0000-0001-6702-0000-Z-0000-0000-6

Help

1. Help is now available directly from the ISAN Canada web template, simply click "Help" (the last option in the menu on your account homepage) to access several quick guides to assist you with various ISAN functions.

Security

1. We request that you please change your temporary password to a new one, and that you do this on a semi-regular basis in order to ensure proper security of your account.

2. Just click on "change password" on your homepage, after logging on to your account.

3. Please keep your login information in a confidential place, as your credit card will be charged each time you register an ISAN, Version ISAN or you make a query.

Payment

1. A valid credit card is required to register your company as a client of ISAN Canada. Cheques will not be accepted.

2. Your credit card will be debited on a per usage basis and you will be issued a monthly invoice/receipt from ISAN Canada detailing your purchases.

3. All current prices are listed on the ISAN Canada website at:
    www.isan.ca/english/pdfs/ISAN_Canada_Pricing_July_2016-FINAL.pdf

4. Please notify ISAN Canada whenever your credit card or contact information changes.

Signed Application/Invoice/Receipt:

1. You shall receive your paid invoice and receipt along with your signed Account Application agreement via post within 30 days of date of processing your application.

For More Information:

For additional information about using the ISAN database, please refer to the document, "ISAN User Guide" under 'Downloads', in section 5 – 'Resources' at www.isan.ca, where all ISAN related documents may be found.

Contact Information

ISAN Canada Office:	1 Toronto Street
	Suite 702
	Toronto, Ontario
	M5C 2V6
Hours:	Monday to Friday
	9:00 am to 5:00 pm
Telephone:	416-977-ISAN (4726)
Toll-Free:	1-866-935-ISAN
Fax:	416-599-ISAN
Email:	info@isan.ca
	bonjour@isan.ca (for French language inquiries)
Web site:	www.isan.ca

Downloadable application form:
www.isan.ca/english/pdfs/ISAN-CA_RegistrantReader_TC_March_2018.pdf

Price List:
www.isan.ca/english/pdfs/ISAN_Canada_Pricing_July_2016-FINAL.pdf