

Appendix C: Terms of Reference



***PRS for Music* Operational Group**

PURPOSE

- To identify publisher requests of *PRS for Music*, designed to improve efficiency.
- To identify *PRS for Music* requests of the publisher community, designed to improve efficiency.
- To provide a working group, and a forum for discussion and information exchange between representatives of major and independent publishers and *PRS for Music*.

To include:

- Discussion and assessment of impact of proposed changes of policy, process or output by *PRS for Music* on the publisher community.
- Discussion of best practice.

Operational Group discussions must at all times be governed by the principles of transparency and accountability and demonstrate *PRS for Music* and publishers working in partnership.

CONSTITUTION

Membership:

To include no fewer than:

- Four major publisher named representatives
- Five independent publisher named representatives
- One classical publisher named representative

When dictated by the agenda for a particular meeting and with the approval of other publisher members and endorsement of both Co-Chairs, publisher members shall on occasion send more than one representative to a meeting.

Publisher members will support the Group by attending regularly and by having prepared for meetings.

Plus:

- *PRS for Music* Senior Manager (Co-Chair)
- Senior *PRS for Music* membership and copyright management
- Appointed observer representative of the Music Publishers Association
- Other *PRS for Music* staff as dictated by the agenda (co-ordinated by the *PRS for Music* Co-Chair)

CHAIRMANSHIP

The Group will have two Co-Chairs - the *PRS for Music* Senior Manager (see above) plus one of the publisher members (chosen by his/her publisher colleagues on the Group).

The *PRS for Music* Co-Chair shall chair the meeting and be responsible for putting forward *PRS for Music* driven agenda items.

The Publisher Co-Chair shall chair publisher pre-meets and the pooling of publishers' agenda items, ensure that these are forwarded to the *PRS for Music* in a timely fashion, work with the *PRS for Music* Co-Chair to ensure that such items are discussed fully at Operational Group meetings and chair meetings of the Group in the *PRS for Music* Co-Chair's absence.

CO-ORDINATION

Co-ordination to be the responsibility of the *PRS for Music* Co-Chair (or his/her appointee).

MEETINGS

Frequency: Quarterly. The Group may choose to initiate additional meetings to research and progress specific policy reviews or projects.

Venue: Primarily to be held at the *PRS for Music*, or MPA offices. To be held at a publisher member's premises if deemed logistically appropriate and satisfies a business requirement.

In addition, Group members are advised to attend other *PRS for Music* corporate briefing sessions as notified to ensure they are informed of overall *PRS for Music* business objectives as set by the Board(s) and executive management.

SECRETARIAT & PAPERWORK

Agenda items to be proposed by both *PRS for Music* and publisher members. *PRS for Music* to finalise agenda and circulate.

Draft minutes to be circulated within two weeks of each meeting. Comments and corrections to be incorporated before a marked up version is signed off by the Group at the next earliest meeting.

Final minutes circulated by the *PRS for Music* to all members of the Group

REVIEW

Terms of reference and publisher membership to be reviewed annually – at the last meeting of the year - by the Group.

ELECTIONS

Publisher members of the Group shall remain in membership until such time as they choose to resign, leave music publishing or no longer have operational responsibility within their company.

If a publisher member moves from one publisher type (major/independent/classical) to another during the year, the publisher members of the Group shall decide whether that publisher should be asked to step down.

When a major publisher leaves the Group their company shall be entitled to suggest a replacement representative.

When an independent or classical publisher leaves the Group the MPA shall suggest potential replacements and the remaining independent and classical members shall vote as and when required.

STATUS

The Operational Group is a non decision making working group.

OUTPUT

Minutes of the Operational Group meeting will be circulated to the *PRS for Music* /MPA Liaison Group for review, comments and feedback to inform the agenda of ongoing Operational Group meetings. Minutes will additionally be circulated to members of the MPA Pop Publishers Committee (PPC) and MPA Classical Publishers Committee (CPC).