

Internationale ISMN-Agentur  
Agence Internationale ISMN  
Международное агентство MCMH  
Agencia Internacional ISMN  
International ISMN Agency

*International Standard Numbering System for Editions of Notated Music*



Internationale ISMN-Agentur e.V.  
Schloßstr. 50  
D-12165 Berlin

**Internationale Standard-Musiknummer  
Numéro normalisé international  
de la musique  
Международный стандартный  
музыкальный номер  
Número Internacional Normalizado  
para Música  
International Standard Music Number**

To all ISMN Registration Agencies and  
Members of the  
"Internationale ISMN-Agentur e.V."

International Standard ISO 10957

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Your Reference

Our Reference

Date  
March 25, 2009

**Ref.: 17th International ISMN Panel Meeting 2009 /  
3rd Annual General Meeting of the "Internationale ISMN-Agentur e.V."**

Dear Colleagues and Friends,

I have the pleasure of inviting you, on behalf of the Internationale ISMN-Agentur and the German ISMN Agency, to attend the 17th International ISMN Panel Meeting which will take place in Bonn, Germany,

**Monday, June 29, till Tuesday, June 30, 2009**

at the LandesMuseum Bonn, Colmantstr. 14-16, 53115 Bonn, Germany. The meeting will start on Monday morning 9 a.m.

At the same time, I would like to invite you to the 3rd Annual General Meeting of the "Internationale ISMN-Agentur e.V." in accordance with §6.5.a of the Statutes. It will take place on June 29, 2009, at 9:30 a.m. in the LandesMuseum Bonn after the opening of the ISMN Panel Meeting.

The local organizer of both meetings is:

Dr. Heinz Stroh  
Deutscher Musikverleger-Verband  
(German music publishers association)  
Friedrich-Wilhelm-Str. 31  
53113 Bonn  
Germany  
Tel: (+49 228) 53970-0  
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Amongst other topics on the agenda will be the election of the Board: Chairman, Vice Chairman, and Treasurer.

Dr. Hartmut Walravens as present Chairman, Dr. Joachim Jaenecke as present Vice Chairman, and Dr. Bettina von Seyfried as present Treasurer will run again for their positions. But of course any member is invited to run, too. Please, let us know until 30 April 2009, if you intend to run for one of the positions.

Following is some basic information on the work of the Board:

The members of the Board are elected by the General Assembly for a term of 3 years. For the election of the members of the Board, a simple majority of the valid votes cast is necessary. No member of the Board may be re-elected more than twice.

Votes can only be cast either by members who are present at the Annual General Meeting or by those members that have transferred their vote to a member present at this Annual General Meeting. A member may cast a vote by proxy on behalf of no more than two other members.

The Board transacts the business of the Association on an honorary basis. The Chair Person or the Vice Chair Person represents the Association in court and out of court. The Chair Person should have very good knowledge of international standards in the field of publications.

The Chairman and the Vice Chairman have the following responsibilities:

- a) to prepare for, and to summon the General Assembly, to draw up the agenda;
- b) to present an annual statement of accounts and a progress report;
- c) to submit a budget;
- d) to appoint the manager of the International ISMN Agency;
- e) to represent the Association in national and international context;
- f) to sign contracts, letters of allocation of ISMN ranges to agencies;
- g) to act in place of the manager of the agency in times of absence;
- h) to approve publications before printing.

The Treasurer has the following responsibilities:

- a) to sign the invoices for membership contributions;
- b) in order to control the financial transactions of the International ISMN Agency:
  - to audit the accounts;
  - to negotiate with German public authorities;
- c) to represent the Association together with one of the other two Board Members.

Please feel free to suggest further topics for the agenda which you think should be discussed during the meeting. Please note: Proposals for the agenda of the Annual General Meeting (TOP 2) are to be submitted in writing to the International ISMN Agency until 14 May 2009 (in accordance with § 7.2 of the Statutes). In case you cannot take part in the meeting, you may transfer your voting right for resolutions that might be decided upon during the Annual General Meeting to a participating member. Participating members can represent a maximum of two non-participating members (in accordance with § 8.4 of the Statutes).

We recommend you to inform yourself in due time about the visa regulations that might apply for your country.

Please fill in the registration form and return it to the local organizers in Bonn. In addition, please forward a copy to the office of the International ISMN Agency in Berlin. Thank you!

I hope to see all of you in Bonn!

Yours sincerely,



Dr. Hartmut Walravens  
Chair Person of the Association