

AVOIDING COPYRIGHT INFRINGEMENT FOR PUBLIC OFFICERS

"As long as the content is publicly and freely available on the Internet, it can be freely used and modified."

"I can use the public's submitted artwork entries for my Agency's campaign, without needing to obtain permission."

"I like photos taken at past events by photographers commissioned by my Agency. I can use these for an upcoming event."

Do you deal with copyrighted materials at work, such as annual reports, presentation slides, and content from vendors or third parties? Are you unknowingly committing copyright infringement at your Agency?

Learn about government policies around copyright, and better understand copyright ownership, the types of copyright licences, what constitutes copyright infringement, how to conduct copyright clearance, and more.

Hear from our past participants:

"It was a really useful course. Highly relevant to my scope of work, and I've learnt a lot."

"Overall, the whole course was useful, but the toolkit especially was a bonus and something I can refer to easily."

"A very useful and well conducted course. Thank you!"

REGISTER [HERE!](#)

IPOS INTERNATIONAL

1 Paya Lebar Link,
#11-03, PLQ 1,
Paya Lebar Quarter,
Singapore 408533

1 day
Face-to Face Session
9:00am – 5:00pm*
(Registration starts at 8.30am)

Course Fees:
SGD \$545.00
(incl. 9% GST)



WHO SHOULD ATTEND

This course, conducted by the training arm of IPOS International, is only open to Singapore Civil Servants and Public Officers. Officers who deal with copyrighted materials are highly encouraged to attend. Officers who have an interest to gain an understanding in this topic/area are also welcomed to attend.



AVOIDING COPYRIGHT INFRINGEMENT TOOLKIT

This course entitles you to a useful toolkit that you can use at work for easy reference. The toolkit includes materials such as IP Glossary, FAQs, IP/IPM Resource List, Checklists, List of Do's and Don'ts, and others).



WHAT YOU WILL LEARN

Through the course, you will learn to:

- Navigate the basics of IP, copyright and government policies
- Understand the dealings in copyright
- Understand the types of copyright licenses
- Identify what constitutes copyright infringement
- Understand common defences / legal exceptions to copyright infringement
- Conduct IP clearance
- Experience hands-on IP creation activities and case studies to reinforce concepts learnt
- Use the toolkit to help navigate Copyright issues
- Acquire knowledge in managing copyright risks



SAMPLE CASE STUDY SCENARIO

Presentation slides for training incorporating various copyrighted materials

Pam, a public officer with an Agency, prepared a deck of presentation slides to conduct training for key stakeholders. Pam incorporated a comic strip, some news articles, and a YouTube video from online sources in her presentation slides.

For the newspaper articles, Pam chose to “screen grab” the articles and incorporate them as images in her presentation. Pam also embedded a link to the video in her presentation slides using the functionality provided by YouTube.

For the comic strip, the website terms and conditions indicate that all users who upload content on their website must grant a licence for others to use and share the content.

Some months later, the Agency received a letter of demand in relation to the use of the comic strip. The copyright owners claimed that they never authorised the publication of the comic strip on the website.

1. Subject Matter of Copyright Protection

What are the different subject matter capable of copyright protection that may be relevant in this context?

2. Use of YouTube Videos

“As long as the content is freely accessible on YouTube, it can be freely used and modified.”

Do you agree with this statement? Why?

3. Copyright Infringement (1)

Is there the risk of copyright infringement with doing a “screen grab” of news articles as opposed to reproducing the article in full?

4. Copyright Infringement (2)

Some months later, the Agency received a letter of demand in relation to the use of the comic strip. When faced with a threat of copyright infringement, what are some of the steps to be taken?



PROGRAMME STRUCTURE AND SCHEDULE

Day	Topic(s) / Activity
AM	Ice Breaker Activities
	Introduction to IP, Copyright and Government Policies Public Officers & Compliance with IP Policies Dealings in Copyright Types of Copyright Licences Copyright Infringement (“What is Copyright Infringement?”)
	Tea Break
	Common Defences / Legal Exceptions to Copyright Infringement Examples of Copyright Infringement Incidents
	Case Studies (see sample case study)
	Lunch
PM	Avoiding Copyright Infringement: Specific Use Scenarios
	IP Clearance IP Creation Activity (Part 1)
	Tea Break
	IP Creation Activity (Part 2) <ul style="list-style-type: none">• Presentation• Wrap-up
	Introduction to the Toolkit Managing Copyright Risks Recap of Course
	End of Day



CONTACT PERSONNEL

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COURSE FEES

\$545.00* (incl. 9% GST)



TERMS AND CONDITIONS

- Course fees are payable upon course registration. Payment should be processed expediently.
- Any request for withdrawal or refund is subject to approval by IPOS International's management.
- Request for substitution has to be made in writing via email at least 3 days before start of course date and is subject to acceptance by IPOS International.
- IPOS International reserves the right to cancel or postpone any programme due to unforeseen circumstances. A full refund will be given to registrants if the course is cancelled by IPOS International.
- IPOS International reserves the right to make changes to the programme.