



# INTELLECTUAL PROPERTY (IP) MANAGEMENT COURSE AND TOOLKIT FOR PROCUREMENT OFFICERS

Equip yourself with the essentials of IP management (IPM), and learn how to respond effectively to procurement-related IP concerns and issues. Developed in collaboration with the Ministry of Finance (MOF), our programme is a core policy course listed in the Finance Circular Minute (FCM) M9/2016.

Through our comprehensive one-day programme, build the relevant IP competencies to excel in your procurement roles, in line with the mandated Procurement Competency Framework (PCF).

Hear from our participants:

*“Learnt a lot about IP and how to use it in both the procurement and protection aspects.”*

*“Trainer gave very relevant examples to illustrate topic in the course of my work.”*

*“Very lively audience and engaged discussion by trainer – good job!”*

**REGISTER [HERE!](#)**

**IPOS INTERNATIONAL**

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

**Course Fees:**  
**SGD \$540**  
**(incl. GST)**



## WHO SHOULD ATTEND

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Procurement Officers across Public Agencies are highly encouraged to attend. Project Managers and other officers (e.g. users and evaluators) who handle procurement matters involving IP are also encouraged to attend.



## PRE-READING MATERIALS

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These materials will equip you with the basics of IP/IPM before you attend the course.



## WHAT YOU WILL LEARN

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This course aims to equip you with the following knowledge and skills:

- Understand IPM, and an overview of IPM across the Whole of Government (WOG)
- Understand the various IP/IPM considerations in procurement, including:
  - Issue of ownership of Foreground IP (FIP)
  - Rights to Background IP (BIP)
  - Use of IP by other agencies/stakeholders
  - Possible commercialisation
  - Possible use by industry
  - Language of assignment
  - Use of vendor's/tenderer's confidential information
  - Copying tender specifications from third parties
  - Risk mitigation – Warranty and Indemnity
- Apply the IPM toolkit for procurement, which includes the following materials:
  - User guide on how to navigate the toolkit
  - Frequently Asked Questions (FAQs) on IP/IPM to resolve basic IP-related issues at work
  - Key IP issues which cover the 'Do's and Don'ts' for procurement officers

- Communication brief to project owners, for use when embarking on procurement involving IP to facilitate communication with the various project owners
- Basic IPM checklist and workflow for IP considerations in procurement
- IP glossary containing definitions with illustrated examples on the various IP terms
- Annotated contract templates, comprising explanatory notes in layman terms



## PROGRAMME STRUCTURE AND SCHEDULE

Day	Topic(s) / Activity
<b>Day 1</b>	Ice breaker activities
	<b>Deck 1</b> of the Presentation Slides: Introduction to Intellectual Property (IP), Intellectual Property Management (IPM) and Overview of IPM across Whole of Government
	Activity segment
	<b>Deck 2</b> of the Presentation Slides: IP/IPM Considerations in Procurement (Part 1)
	Recap of Morning Session
	<b>End of Day 1</b>
<b>Day 2</b>	<b>Deck 3</b> of the Presentation Slides: Case Studies
	Group Discussion and Group Presentation
	<b>Deck 4</b> of the Presentation Slides: IP/IPM Considerations in Procurement (Part 2)
	<b>Deck 5</b> of the Presentation Slides: Practical Applications of the Procurement Toolkit and Key Takeaways
	Activity Segment and Wrap-up
	<b>End of Day 2</b>



## CASE STUDIES

### Sample case study scenario 1

The Agency released an ITQ through GeBIZ for the procurement of design services for T-shirts to be worn by the Agency's staff when carrying out fieldwork. The project was awarded to Vendor G.

The Agency instructed Vendor G to incorporate into the T-shirt the Agency's mascot, which is to be featured in the Agency's publicity campaign for the next quarter. The Agency's mascot was designed by Vendor J in a separate procurement exercise. The IP in the mascot is owned by Vendor J.

The Agency intends to unveil the mascot in its publicity campaign in the next quarter and refresh the design of its uniform at the same time.

### Questions

- i. Can the Agency proceed to use the design of the mascot on the T-shirt without the authorisation of Vendor J?
- ii. When the Agency approached Vendor J for its consent for the use of the mascot design, Vendor J demanded additional licence fees from the Agency for such use. How may this situation be avoided?

### **Sample case study scenario 2**

The Agency plans to release an ITT for maintenance services in respect of the central cooling system for the Agency's data server. As the specifications for the cooling system are highly technical in nature, the procurement team experienced difficulties in drafting the specifications.

The Agency referred to the proposal prepared and submitted by Vendor Y who previously designed the central cooling system and copied the entire technical specifications for the upcoming ITT for the maintenance of the central cooling system.

### Questions

- i. Since technical specifications are highly technical in nature, are technical specifications still protected by copyright?
- ii. Apart from potential copyright infringement, should any other concerns be taken into account in connection with the Agency disclosing Vendor Y's technical specifications to other vendors through the upcoming ITT process?
- iii. Assuming that Vendor Y did not mark its technical specifications as "Confidential", will there be any issue of breach of confidential information if the Agency discloses Vendor Y's technical specifications to other vendors through the upcoming ITT process?



## **CONTACT PERSONNEL**

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## **COURSE FEES**

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**\$540.00\* (incl. GST)**

\*In addition to the course materials, the course fees also include the IP/IPM Toolkit for Procurement Officers.