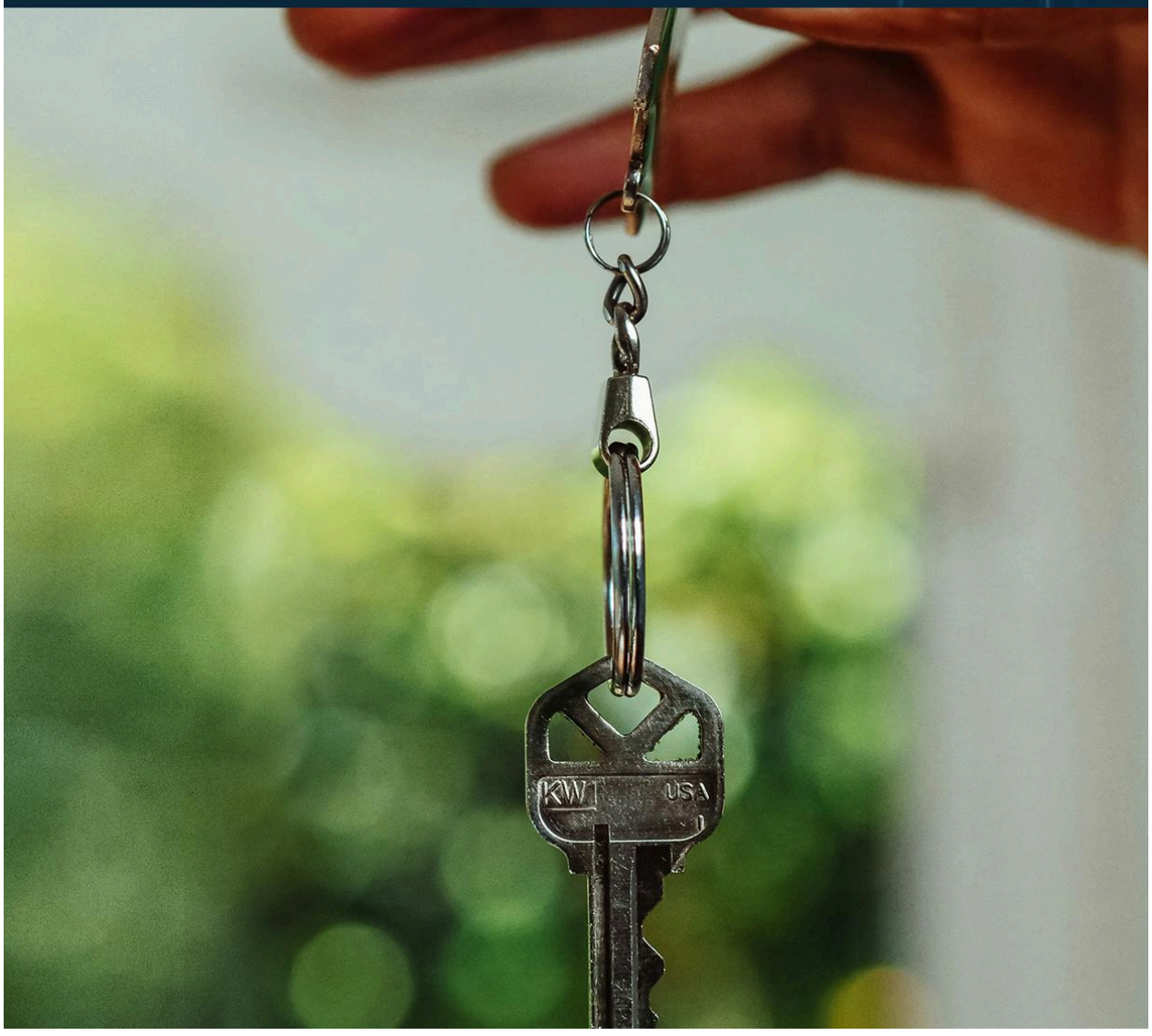
INTELLECTUAL PROPERTY MANAGEMENT



Details of SOP		Details of SOP owner	
SOP no.		**SOP owner**	**[your organisation]**
Revision no.		**Approval date**	
Implementation date		**Approved by**	
Last reviewed/ updated		**Reference no.**	

1. **Purpose**

   This Standard Operating Procedure (SOP) outlines the process for the management of Intellectual Property (IP) created by a public research institution, university, and industry (each institution and collectively referred to as institutions).

2. **Scope**

   The SOP applies to all IP and IP assets that are owned either partly, fully, or jointly by an institution.

3. **Responsibilities**

   a. The Programmes Co-ordinating Office (PCO) would provide a framework for the establishment and operationalization of Technology Transfer Offices (TTOs) in the institutions.

   b. The TTOs will assess, commercialise, and manage all IP and IP assets that are in line with national IP guidelines or WIPO standards. on behalf of the institution. In addition, the TTOs will promote and facilitate the sharing of knowledge among institutions.

   c. The TTOs functions include:

      - Promotion of academia–industry partnerships to support research and foster innovation
      - Awareness creation and education on IP and technology commercialisation
      - Receiving IP disclosures
      - Assessing the (commercial) potential value of IP created
      - IP protection
      - Commercialisation of IP
      - Negotiation of IP clauses in research contracts and agreements

- Negotiation of commercialisation agreements
- Administration and management of IP

4. Application forms and references

a. This SOP makes reference to a number of standard operating procedures for universities and research institutions.

b. The TTO will develop the relevant application forms to facilitate the management of IP in the institutions.

5. Procedure for work

5.1 Procedure for work by the TTO

a. The TTO will engage employees of the institution on ongoing research to identity IP with potential (commercial) application and value.

b. The TTO will develop the necessary forms to facilitate the disclosure of IP created by employees at the institution.

c. The TTO will provide a framework for the assessment of an IP to inform the IP protection and / or commercialisation process.

d. Where commercialisation of an IP is envisaged, the TTO will consult with the creator of the IP on an appropriate protection and commercialisation strategy. This strategy must be approved by the head of the TTO prior to its implementation.

e. The TTO will apply for IP protection on behalf of the institution.

f. The institution will bear the cost associated with IP protection and commercialisation.

g. The TTO will develop a framework for the distribution of royalties or income from technology commercialisation.

h. The TTO will provide an enabling environment to facilitate the sharing of knowledge with the society, as well as knowledge exchange among institutions.

i. The TTO will maintain a database of all IP assets and take steps to maintain the rights of the institution to these assets.

j. The TTO will administer and manage IP and IP assets on behalf of the institution.

5.2 Procedure for work by the PCO

a. The PCO will provide the needed support to enable institutions to develop an Intellectual Property Policy. The Policy would address the ownership of IP as well the rights and obligations of employees and other key stakeholders regarding the creation, exploitation, utilisation, and management of an IP.

b. In developing the IP Policy, consideration must be made to the National Intellectual Property Policy and Strategy (NIPPS), national acts and regulations governing IP as well as processes and procedures at the institutions.

6. Procedure for reporting

a. The institutions will submit periodic reports on the number of IP applications, IP granted, licensed technologies, number of startups, commercialisation revenues to the PCO.

b. The PCO will maintain a statistic of this information in a(n) (electronic) database.