



UNIVERSITY OF GHANA

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

GUIDELINES FOR INTELLECTUAL PROPERTY COMMITTEE

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1. Introduction

The University of Ghana's Intellectual Property Committee ("IPC" or "the Committee") is responsible for providing guidance on Intellectual Property (IP) emanating from research, innovative and creative activities undertaken by researchers and faculty at the University.

2. Responsibilities

The Committee will perform the following functions with respect to IP in the interest of the University;

- a) Evaluate IP disclosures and recommend the best mechanism for protection. The Committee may perform this function in consultation with experts in the particular field concerned;
- b) Offer advice on the extent to which the University will support the development of an intellectual property;
- c) Recommend the conditions under which the University may renounce its IP rights;
- d) Advise on the establishment of spin-out companies and the proportion of equity share to be contributed by the founders of the company;
- e) Facilitate the mediation of disputes concerning intellectual property;
- f) Issue an annual report on its activities;
- g) Perform other functions as required for the development of the University's intellectual property.

3. Membership

The Committee will comprise the following;

- a) The Pro-Vice Chancellor; Research, Innovation and Development;
- b) A representative of the University of Ghana Business School (nominated by the Dean);
- c) A representative of the Finance Directorate (nominated by the Director of Finance);
- d) A representative of the School of Graduate Studies (nominated by the Dean of Graduate Studies);
- e) A graduate student (nominated by the GRASAG President);
- f) An undergraduate (nominated by the President of the Student Representative Council);
- g) A representative from the Legal Counsel's Office (nominated by the Registrar);
- h) The Research Development Officer responsible for intellectual property and technology transfer;
- i) An IP practitioner from the Registrar General's Office (nominated by the Registrar General).

Depending on the discipline in which the intellectual property has been developed, a representative of the under listed College will serve on the Committee;

- College of Basic and Applied Sciences (nominated by the Provost);
- College of Health Sciences (nominated by the Provost);
- College of Humanities (nominated by the Provost);
- College of Education (nominated by the Provost);

The Chair: The Pro- Vice Chancellor; Research, Innovation and Development will serve as Chair of the Committee.

Secretary: A Secretary will be appointed to serve on the Committee.

3.1 Co-opted Members

The Committee may co-opt members to provide relevant insight and expertise on intellectual property or other technical matters. Co-opted members will include researchers, industry practitioners, etc. with technical expertise in the field in which the particular IP is to be evaluated.

4. Term

A member of the Committee will hold office for a period of two (2) years and will be eligible for reappointment for a second term.

5. Meetings

- i. The Committee will meet at least once a semester. Adhoc meetings may be held when necessary.
- ii. An agenda for discussion together with any discussion papers will be circulated to members at least seven days prior to the meeting date.

6. Quorum

- i. The quorum will consist of at least four (4) persons.
- ii. Minutes will be taken in the absence of a quorum, but motions may not be carried.

7. Minutes

Copies of minutes from all meetings will be made available to all members of the Committee within four (4) weeks.

8. Confidentiality

Members of the Committee will sign a Confidentiality Agreement requiring them to maintain all disclosures in confidence.