



Identifying Sharable Knowledge Assets in the Intellectual Property Department

Intellectual Property Department

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The Intellectual Property of Public Records

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- IPD published its IC Statement in December 2009



http://www.ipd.gov.hk/eng/pub_press/publications/IC_Statement.pdf

Use of Intellectual Capital Reporting

- IC Reports contain material **non-financial data**
- An **IC report** helps an enterprise to develop its strategy and innovative capabilities
- **Improve transparency** and show the **potential value** of the enterprise to stakeholders



The Statement includes:

- An introduction to our Department
- An outline of our development strategies
- An overview of our stakeholders' values
- An outline list of our Department's intellectual assets
- An assessment of potential risks and liabilities attaching to these assets, and respective mitigation measures

Who Are our Stakeholders?

持份者界別 Category	代表 Representatives from
政策局 Policy Bureaux	商業及經濟發展局 Commerce and Economic Development Bureau
伙伴機構 Partners for Service Delivery	香港海關 Customs and Excise Department
法律專業 Legal Profession & Practitioners	亞洲專利代理人協會香港分會 Asian Patent Attorneys Association Hong Kong Group
知識產權擁有人及申請人 Rights-owners & Applicants	香港作曲家及作詞家協會 Composers and Authors Society of Hong Kong
商會 Chamber of Commerce	香港工業總會 Federation of Hong Kong Industries
知識產權會 IP Societies	香港知識產權會 Hong Kong Intellectual Property Society
海外知識產權機構 Foreign IP Offices	澳洲知識產權局 IP Australia
傳媒及公眾 Press & General Public	本地傳媒 Local Media
立法會 The Legislative Council	立法會 The Legislative Council
內部員工 Internal Staff	知識產權署轄下各執行小組 Each Operational Division of IPD

Knowledge Transfer and Sharing

Knowledge Transfer		
Indicator	Number in 2008-09	Target in 2009-10
Speeches and Presentations	69	↗
Schools Visited	172	↗
Hit-Rate of the Department's Website	50,987,246	↗
External Teaching Assignments	1	↗
Interns and Solicitor Trainees	22	→
Accredited CPD Courses	3	→

Protecting Privileged Knowledge and Disclosing Information of Public Interest

Knowledge Transfer	
Levels of Sharability	Example(s)
Transferable	Online Database of Trade Mark Registry
Acknowledgement Required	Promotional Materials
Permission Required, No Fee Applied	Trade Mark Work Manual
Permission Required with a Fee Applied	Trade Mark System Software
Not Transferable	Contact List of the Department

Appendix II – A List of Databases, Electronic and Paper Records and IP Rights of the Department

No	Name	Explanation	Documentation	Sharability				
				1	2	3	4	5
1	IPD Paper File System	Traditional Government filing system recording a wide range of decision making processes and policy formulation.	Paper files lacking internal index or global index. Subject to security classifications.				✓	
2	IPD Library	Physical library of books and magazines related to intellectual property.	Computer Indexed by title/ author.			✓		
3	Electronic reference subscriptions	Subscriptions to digital Lexus-Nexis Database of legal materials.	Internet platform.					✓
4	Staff records	Staff assessments and HRM resources.	Paper/electronic personnel files.					✓
5	Trade Marks Registry Work Manual	Manual of trademark search and examination practices and procedures.	Electronic manual, up-dated as and when necessary, available to all staff.		✓			
6	Training summary on patent examination	Guideline of Patent formality examination practices and procedures.	Paper guideline available to Patent Registry Staff.				✓	

- Key:
- 1 - Unconditional free transfer
 - 2 - Acknowledgement required
 - 3 - Permission required, no fee applied
 - 4 - Permission required with a fee applied
 - 5 - Not transferrable

No	Name	Explanation	Documentation	Sharability				
				1	2	3	4	5
7	Training summary on design examination	Guideline of Design formality examination practices and procedures.	Paper guideline available to Design Registry Staff.				✓	
8	Public Education Materials	Explanatory materials published on the Internet or in paper form explaining intellectual property laws and procedures to the public.	Internet websites, paper publications. English, Chinese, some in Japanese and Korean.		✓			
9	Public and Business Surveys on IP Awareness and Attitudes	Independently-commissioned telephone/mailed surveys, together with analysis and explanatory information.	Published in English and Chinese.		✓			
10	Civil Service Regulations	Centralized regulations on the management of the civil service. Promotes transparent and fair staff management.	Available to all IPD staff on the Intranet.				✓	

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Thank You

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