

ACTION LIST Country Latvia

STATUS OF IMPLEMENTATION OF THE ROAD MAP TO DISSEMINATE IP KNOWLEDGE IN UNIVERSITIES (Deadline : 20 December 2009)

	Measures/activities according to the roadmap of Latvia	Scheduled timetable (acc. to roadmap)	Priority/institution *)	Completed (yes/no)	In progress (starting date if possible)	Not started ("X")	Comments **)
1	Measure 1 - Adoption of internal regulations on IPR management (optional)						
	<i>Objective – to be used as a reference material for IP teachers</i>						
1.1	Step 1 Establishment of university IP committee (a standing Rector's committee)						
1.2	Step 2 Presentation of the <i>draft university regulation on IPR management</i> to the rector,						
1.3	Step 3 Carrying out necessary consultations within the university followed by discussions over possible modifications and recommendations						
1.4	Step 4 Approval of <i>the final version of university regulation on IPR management</i> by the Rector						
1.5	Step 5 Adoption of the <i>university regulation on IPR management</i>						
1.6	Step 6 Elaboration of a specific guidebook on implementation of the IPR regulation for better understanding of specific provisions by all university stakeholders along with a set of model contracts concerning transfer of IPR						
1.7	Step 7 Adoption of a dissemination policy concerning the spreading out information on adoption of the internal regulation in question and the accompanying documents.						

2	<p>Measure 2 - Setting up <i>minimum IP teaching standards</i> at the ministry level (Ministry of Education and Science)- STEPS</p> <p><i>Alternative solution - the recommendations for minimum IP teaching standards at the Ministry level in cooperation with the Council of HE (to adopt decisions on accreditation of HEI and submit them to the MES for approval) to be taken into consideration by the universities while preparing the study programmes involving IP</i></p>						
	<p><i>Objective: comparable level of IP knowledge of the university graduates</i></p>						
2.1	<p>Step 1 Organisation of regular meetings of the <i>university strategic IP teaching plan group (to be set up by the Rector)</i> at the university level to develop the plan, consisting of:</p>						
2.1.1	<p>IP teaching staff or external IP experts, appropriate university expert committees responsible for development of university curriculum, human resources and financial matters</p>						
2.2	<p>Step 2 Reporting the results to the Rectors and presentation of the <i>draft university strategic IP teaching plan</i></p>						
2.3	<p>Step 3 Necessary consultations within the university (Rector's committees, Senate, students' associations representatives etc.)</p>						
2.4	<p>Step 4 Adoption of the <i>draft university strategic IP teaching plan including the proposed IP teaching standards,</i></p>						

2.5	Step 5 Presentation of the idea of setting up <i>the recommendations</i> for minimum IP teaching standards to the Council of Rectors on the example of the <i>draft university strategic IP teaching plan</i> to be followed by discussion over possible modification recommendations						
2.6	Step 6 Approval of minimum IP teaching standards by the Council of Rectors						
2.7	Step 7 Common position of the Council of Rectors on minimum IP teaching standards towards the ministry responsible for science and HE						
2.8	Step 8 Additional support to this idea shall be sought at the national Patent Office to be directly involved in the consultation process.						
2.9	Step 9 Adoption by the ministry of the <i>minimum IP teaching standards for universities to be integrated in the university curricula</i> following the legal act concerning HE, and the final approval of the <i>university strategic IP teaching plan</i> by the university authorities.						
3	Measure 3 - Dissemination of IP knowledge focusing on IP education - STEPS						
3.1	Step I Appointment of the university IP teaching coordinator and the launch of the internal IP audit						
3.2	Step II Development of a specific targeted IP teaching implementation plan – <u>a pilot project</u>						

3.2.1	Phase I - Preparatory phase						
3.2.1.1	Step 1 Internal detailed audit of the current IP teaching status to estimate the university IP teaching needs in terms of the single faculty as well as on the large scale – the whole university in order to be able to develop a specific faculty-tailored IP teaching implementation plan.						
3.2.1.2	Step 2 Pooling available IP teaching staff and specialists for running university IP courses. If necessary they shall be trained for e-learning purposes and on the methodology of teaching concerning IP for non-lawyers (language/terminology used).						
3.2.1.3	Step 3 Selection of faculties where the students are to be trained in the first place - priority shall be given (<i>apart from the faculty of Law students at non-technological universities</i>) to the faculties of science, engineering, and business but a good option seems to an obligatory basic IP course for all faculties (4h)						
3.2.1.4	Step 4 Specification of the course level (basic / advanced) and the year of study to be covered by the IP courses in order to find out the actual total number of students to be considered						
3.2.1.5	Step 5 Selection of the form of teaching: lectures , advanced case studies + e-learning modules (or combined method)						
3.2.1.6	Step 6 Estimation of the number of teaching hours per student/year for one semester course						
3.2.1.7	Step 7 Number of teachers needed per 1 course (courses shall be run by university IP teachers and practitioners (Patent Office specialists/patent attorneys)						

3.2.1.8	Step 8 Budget estimations per course, per teacher, per university over a year						
3.2.2	Phase II Elaboration of IP faculty-specific teaching and learning materials including those for e-learning purposes						
3.2.2.1	Step 1 The first thing to be considered is that the learning materials concern IP for non-lawyers(!) . The language/terminology used needs to be appropriately adapted. The way of presenting the course content (selection of examples, visuals, practical problems with comments, case studies. It need be done with passion showing practical aspects of IP protection. The interest of the students has to be gained(!)						
3.2.2.2	Step 2 IP course content						
	Level 1 - Basic course – general profile						
	Level 2 – Advanced course – selected faculties						
3.2.2.3	Step 3 - Teaching staff (IP experts and non-experts to be trained)						
3.2.3	Phase III Launch of postsecondary IP education (for the future IP teachers and post-graduate students)						
3.2.4	Phase IV Assessment of results generated by the pilot project						

4	Measure 4 - Setting up strategic networking for IPR protection and IP teaching - STEPS						
4.1	Step 1 Setting up a common discussion and cooperation forum for TTO staff and IP teachers at national level - common initiatives:						
4.1.1	discussion forum, meetings, workshops, info-days and publications promoting IPR shall be advertised on all TTOs homepages. Common IP ad-hoc training courses and seminars prepared for the academic community as well as individual counseling						
4.1.2	exchange of staff and ideas promoting IP teaching and transfer of knowledge,						
4.1.3	experience, best practices could be the most helpful tool in updating and adjusting individual university IP teaching plans trying to develop common standards in IP teaching and jointly elaborated recommendations for the university authorities						
4.1.4	Setting up an “on-line help desk” – service offered by appointed TTOs persons supporting each other with advice in urgent matters.						
4.1.5	Promotion of joint IPR e-learning courses (university ones and/or external ones including those to be offered by EPO).						
4.1.6	Joint applications for funds at the ministry to support common initiatives.						
4.1.7	TTOs representatives shall meet at least on a yearly basis at national level.						

4.2	Step 2 Cooperation at international level involving TTOs and IP teachers representing all Baltic states - international dissemination initiatives:						
4.2.1	Yearly conference (every year in another Baltic state) of the representatives of all Baltic states (ministry level, university level, (teachers, students, TTO' representatives), national Patent Offices' and SMEs representatives – promotion of IP teaching in the context of innovation in science and economy, industry-academia partnerships, IP protection and entrepreneurship.						
4.2.2	Possible exchange of IP teaching staff between the universities at international level (Baltic Countries visiting IP teachers).						
4.2.3	The Baltic IP teaching discussion and cooperation forum shall be created in order to facilitate the process of developing common standard IP teaching for all Baltic states based on the approximated common standards developed at national level.						
4.2.4	Joint applications for financial resources to the European Commission and expansion of common initiatives to the European level.						

*) Priority levels: 5 high,...1 low, 0 cancelled.

**) Comments should be entered at least for all measures/activities with a relatively high priority and which haven't started when returning the questionnaire.