

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Intellectual Property Management					
<b>TSC Title</b>	Intellectual Property Portfolio Management					
<b>TSC Description</b>	Maintain, manage and develop the organisation's intellectual property portfolio					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>INP-IPR-3010-1.1</b>	<b>INP-IPR-4010-1.1</b>	<b>INP-IPR-5010-1.1</b>	<b>INP-IPR-6010-1.1</b>
			File and/or register intellectual property (IP) and maintain IP portfolio	Oversee procedures to secure and maintain intellectual property (IP) portfolio management	Establish and evaluate the organisation's intellectual property (IP) portfolio	Assess intellectual property (IP) risks and management processes and communicate IP risk management strategies
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Types of IP and stages of the IP lifecycle</li> <li>IP-related legislation and guidelines</li> <li>Information necessary for IP registration</li> <li>IP filing and/or registration procedures</li> <li>Business significance of IP</li> <li>IP docket management and maintenance skills</li> <li>Types of records to be maintained throughout the stages in the IP lifecycle</li> <li>Types of errors and solutions in maintaining an IP portfolio in the organisation's context</li> </ul>	<ul style="list-style-type: none"> <li>Types of IP and stages of the IP lifecycle</li> <li>IP docket management and maintenance skills</li> <li>Procedures to secure and maintain IP rights</li> <li>Information necessary for IP registration</li> <li>Types of records to be maintained throughout the stages in the IP lifecycle</li> <li>IP-related legislation and guidelines</li> <li>Business significance of IP</li> <li>Types of errors and solutions in maintaining an IP portfolio in the organisation's context</li> <li>IP-related processes that should be documented in the docket</li> <li>Methods to improve procedures required for IP portfolio maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Organisation's IP strategies and objectives</li> <li>Types of errors and solutions to IP portfolio management</li> <li>Methods to evaluate the organisation's and competitor's IP portfolios</li> <li>Components of an IP asset register</li> <li>Considerations when reviewing IP in the organisation's IP portfolio</li> <li>Risks associated with improper IP portfolio management</li> <li>Considerations when defining IP management approaches</li> <li>Issues relevant to IP protection</li> </ul>	<ul style="list-style-type: none"> <li>Organisation's IP strategies and objectives</li> <li>Importance of IP and IP risk management</li> <li>Definition and objectives of IP risk management</li> <li>Types of IP and stages in IP lifecycle</li> <li>IP audit policies and processes</li> <li>Types of IP rights and risks</li> <li>IP risk management tools</li> <li>IP-related legislation and guidelines</li> </ul>
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Assess the types of IP to be filed and/or registered</li> <li>Collate relevant documents in</li> </ul>	<ul style="list-style-type: none"> <li>Identify requirements for IP portfolio management across the different stages of the IP lifecycle</li> </ul>	<ul style="list-style-type: none"> <li>Identify key potential and/or existing IP assets within the organisation</li> <li>Determine appropriate protection for key</li> </ul>	<ul style="list-style-type: none"> <li>Conduct assessments of IP inventory</li> <li>Conduct competitive IP analysis</li> </ul>

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			<p>preparation for IP filing and/or registration</p> <ul style="list-style-type: none"> <li>• File IP in accordance with organisational procedures and organisational requirements</li> <li>• Index IP files upon registration</li> <li>• Keep track of IP ownership checklists and licence status</li> <li>• Track deadlines and status of IP applications and renewals</li> <li>• Generate reports on the organisation's IP portfolio for management reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Register and renew IP assets</li> <li>• Identify deadlines of IP application</li> <li>• Review IP ownership checklists</li> <li>• Discontinue IP protection for non-relevant IP</li> <li>• Review errors in managing the IP portfolio</li> <li>• Implement controls to ensure that IP is documented</li> <li>• Develop processes to document IP and IP actions</li> <li>• Develop guidelines to ensure consistency in IP treatment</li> </ul>	<p>potential and/or existing IP assets</p> <ul style="list-style-type: none"> <li>• Develop IP asset register</li> <li>• Review IP in the organisation's IP portfolio against the organisation's IP strategies and objectives</li> <li>• Assess the organisation's IP strategies and potential IP management approaches</li> <li>• Review IP intelligence to determine IP management approaches</li> <li>• Oversee maintenance of IP portfolio to ensure that relevant requirements are completed</li> <li>• Evaluate IP portfolio management to identify areas of improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the organisation's IP exposure</li> <li>• Analyse the effectiveness of existing IP management processes</li> <li>• Review effectiveness of existing IP risk management tools</li> <li>• Assess alignment of IP risk management strategies with the organisation's overall strategies and objectives</li> <li>• Develop IP risk management strategies</li> <li>• Present IP risk management strategies and business cases to stakeholders</li> </ul>
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