**Data Item Description**

**Intellectual Property Management Plan**

**PM255**

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| **Intellectual Property Management Plan**  | **PM255** |

**Purpose**

The Intellectual Property Management Plan (***IPMP***) describes the Supplier’s plans and Intellectual Property management activities to satisfy the intellectual property requirements under the Subcontract.

The IPMP must be developed and prepared to:

1. define the Intellectual Property management requirements relevant to all tasks for all Subcontracts relating to the Project;
2. track all Subcontract activities which receive, use, produce or manage Intellectual Property; and
3. record, on an on-going basis, in an Intellectual Property Schedule as detailed in this DID, all applicable Intellectual Property information generated or acquired in the course of all Subcontract activities.

The Intellectual Property Schedule in the IPMP must provide up-to-date information on the nature and status of all Intellectual Property.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (INTRO) and Part 2 (PM) of the SOW.

**Format and Content**

1. The IPMP must be in the Supplier's format, but must contain, as a minimum, the Data described below.
2. The Title page must contain the following information:

(a) Title Page;

(b) Title: Intellectual Property Management Plan – [\* insert name of Project] – [\* insert Phase as applicable] - [\* insert DD MMM YY];

(c) Agreement number: [\* insert number];

(d) SWBS number: [\* insert number];

(e) Prepared By: [\* insert Subcontractor’s name and address]; and

(f) Authenticated By: [\* insert Supplier’s approval signature(s) and date].

1. The IPMP must include the following information, with each section clearly and separately identified:

(a) Section A: Overview and Summary of Usage Restrictions

This section must provide an overview of the IPMP and how the Supplier will protect, safe-guard and use Intellectual Property. This includes how the Intellectual Property will be stored in hard and soft copy. Also, any restrictions that might apply on the Canada’s use of such Intellectual Property (including third parties that may be used by the Canada) are to be summarized.

(b) Section B: Management and Monitoring of Intellectual Property

This section must describe the Supplier’s processes for managing (i.e. monitoring, recording and reporting on) the Intellectual Property created, modified or acquired under the Subcontract, including the creation and maintenance of an ‘Intellectual Property Database’.

1. Section C: Intellectual Property Schedule

Note: The Intellectual Property Schedule may be prepared using the Supplier’s own format and contain information to enable Canada to clearly understand the Intellectual Property and licensing considerations for each document used and or produced under the Subcontract. A Microsoft Excel spreadsheet is preferred and must contain, as a minimum, the following elements for each item:

1. a unique configuration identifier (e.g. correlating to a SWBS number, document ID or to an item listed in the configuration baseline(s));
2. title/description;
3. Deliverable indicator (Yes/No);
4. artefact type (e.g. drawing, Report, Specification, manual, Data Item);
5. originator of artefact (e.g. Supplier , specific OEM’s name, etc…);
6. format of artefact (e.g. 2D CAD drawing, MS-Word, 3D model, etc…);
7. Intellectual Property designation (i.e. ‘No IP’: ‘Only Background Information’; ‘Some Background Information’; ‘Only Foreground Information’; and ‘Background Information and Foreground Information’);
8. Intellectual Property location within each artefact;
9. applicable Intellectual Property owner or licensor (if different from the Supplier);
10. Intellectual Property Rights (e.g. Full License Rights, Permitted Uses, etc…);
11. license requirements to use Intellectual Property, as applicable;
12. time/phase when used; and
13. remarks / additional info, as applicable.