

Avoiding Copyright Infringement for Public Officers

"As long as the content is publicly and freely available on the Internet, it can be freely used and modified."

"I can use the public's submitted artwork entries for my Agency's campaign, without needing to obtain permission."

"I like photos taken at past events by photographers commissioned by my Agency. I can use these for an upcoming event."

Do you deal with copyrighted materials at work, such as annual reports, presentation slides, and content from vendors or third parties? Are you unknowingly committing copyright infringement at your Agency?

Learn about government policies around copyright, and better understand copyright ownership, the types of copyright licences, what constitutes copyright infringement, how to conduct copyright clearance, and more.

Click here to view upcoming sessions and to register!

Feedback from past participants:

"It was a really useful course. Highly relevant to my scope of work, and I've learnt a lot."

"Overall the whole course was useful, but the toolkit especially was a bonus and something I can refer to easily."

"A very useful and well conducted course. Thank you!"

Target Audience

This course, conducted by the training arm of IPOS International, is **only open to Singapore Civil Servants and Public Officers**. Officers who deal with copyrighted materials are highly encouraged to attend. Officers who has an interest to gain an understanding in this topic/area are also welcome to attend.



Duration: 1 day (2 x ½ day online streaming session)

Time:
9.00am – 1.00pm

Venue:
Online Streaming Session
(see *Updates*)

Course fees:
\$481.50* (with GST)

*In addition to the course materials, the course fees also include a Toolkit.

IPOS International

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What You Will Learn

The course aims to provide the following knowledge and skills to participants:

- Navigate the basics of IP, copyright and government policies
- Understand the dealings in copyright
- Understand the types of copyright licences
- Identify what constitutes copyright infringement
- Understand common defences / legal exceptions to copyright infringement
- Able to conduct IP clearance
- Hands on activities, IP creation activities and case studies to reinforce the concepts learnt
- Using the toolkit to help navigate Copyright Issues
- Acquire learning points relating to managing copyright risks.

Avoiding Copyright Infringement Toolkit

This course entitles you to a useful toolkit that you can use at work for easy reference. The Toolkit includes materials such as IP Glossary, FAQs, IP/IPM Resource List, Checklists, List of Do's and Don'ts, and others).

Sample Case Study Scenario

Presentation slides for training incorporating various copyrighted materials

Pam, a public officer with an Agency, prepared a deck of presentation slides to conduct training for key stakeholders. Pam incorporated a comic strip, some news articles and a YouTube video from online sources to the presentation slides.

For the newspaper articles, Pam chose to "screen grab" the articles and incorporate them as images to her presentation. Pam also embedded a link to the video in her presentation slides using the functionality provided by YouTube.

For the comic strip, the website terms and conditions indicate that all users who upload content on their website must grant a licence for others to use and share the content.

Some months later, the Agency received a letter of demand in relation to the use of the comic strip. The copyright owners claimed that they never authorised the publication of the comic strip on the website.

1. Subject Matter of Copyright Protection

What are the different subject matter capable of copyright protection that may be relevant in this context?

2. Use of YouTube Videos

"As long as the content is freely accessible on YouTube, it can be freely used and modified."

Do you agree with this statement? Why?

3. Copyright Infringement (1)

Is there the risk of copyright infringement with doing "screen grab" of news articles as opposed to reproducing the article in full?

4. Copyright Infringement (2)

Some months later, the Agency received a letter of demand in relation to the use of the comic strip. When faced with a threat of copyright infringement, what are some of the steps to be taken?

Programme Outline

Day	Time	Topic(s) / Activity
Day 1	9:00 – 9:30 am	Ice Breaker Activities
	9:30 – 10:45 am	Introduction to IP, Copyright and Government Policies Public Officers & Compliance with IP Policies Dealings in Copyright Types of Copyright Licences Copyright Infringement (“What is Copyright Infringement?”)
	10.45 – 11:00 am	Break
	11:00 – 11:30 am	Common Defences / Legal Exceptions to Copyright Infringement Examples of Copyright Infringement Incidents
	11:30 – 1:00 pm	Case Studies (see sample case study)
		End of Day 1
Day 2	9:00 – 9:45 am	Avoiding Copyright Infringement: Specific Use Scenarios
	9:45 – 10:30 am	IP Clearance IP Creation Activity (Part 1)
	10:30 – 10:45 am	Break
	10:45 – 11:30 am	IP Creation Activity (Part 2) <ul style="list-style-type: none">• Presentation• Wrap-up
	11:30 – 12:00 nn	Introduction to the Toolkit Managing Copyright Risks Recap of Course
		End of Day 2

Contact Person

For enquiries regarding this course, please contact the following officer(s):

Name	Contact Number	Email
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Updates

Due to the current COVID-19 situation, this course will be conducted fully online via live-streaming. We will be providing participants with the relevant materials prior to the course. Please do not disseminate them without prior consent.

If the COVID-19 situation improves in the near future and this course is able to be conducted face-to-face, we will update course registrants accordingly.

Terms and Conditions

Full payment is to be made to the IPOS International Pte Ltd upon course registration. The Organiser will refund 75% of the course fees if written notice of withdrawal is received at least one week before course commencement, failing which, no refund will be made. Substitutions are welcome at any time. However, such requests must be made to the IPOS International in writing. The IPOS International reserves the right of cancellation. A full refund will be given to registrants if the course is cancelled by the IPOS International. The IPOS International reserves the right to make changes to the programme.