

**Thunder Bay Regional Health Research Institute
Intellectual Property Committee**

TERMS OF REFERENCE

- TITLE:** Intellectual Property Committee (IPC)
- PURPOSE:** The Intellectual Property Committee (IPC) is the inventions and commercialization review body for the Thunder Bay Regional Health Sciences Centre (TBRHSC) and its research arm, the Thunder Bay Regional Health Research Institute (TBRHRI). The purpose of the IPC is to review invention disclosures that are filed by Inventors and to provide insight and direction for a path forward in keeping with the best interest of both organizations' mission, vision, values and strategic directions.
- MEMBERSHIP:** Chaired by the VP Research (TBRHSC) with members including:
- Chief Operating Officer (TBRHRI)/ EVP Corporate Services and Operation(TBRHSC)
 - Manager, Business Development (TBRHRI)
 - Scientific Director (TBRHRI)
 - Additional TBRHSC program representation as required.
- FUNCTIONS:** The Intellectual Property Committee (IPC) will bring together professionals who will provide strategic insight on all issues related to invention disclosures and commercialization. The IPC functions will include (but are not limited to) the following:
- Oversee the execution of the Intellectual Property policy for TBRHSC and TBRHRI
 - Review invention disclosures and status updates provided by an Inventor / Invention Group;
 - Liaise with the Inventor to ascertain scientific and commercial viability, receive and provide update, etc;
 - With the assistance of third party reviewer(s), IPC will identify protection recommendations and commercial viability of disclosures;
 - Compile commercialization summary reports based on third party reviews and any additional internal reviews. The reports will be provided to the Executive Management Council (EMC) and/or Senior Leadership Council (SLC) for information purposes – as

- appropriate;
- Within nine months after the filing of a provisional patent, review progress to ensure identified milestones of patent are being met. This will include a meeting of the IPC and Inventor / Inventor Group;
 - Provide a recommendation to the EMC and/or SLC in regard to application of PCT and full patents to any TBRHRI / TBRHSC inventions.
 - Review abstracts and basic publication information for projects where there is potential IP (if requested by the VP Research);
 - If the decision is made to proceed to commercialization, the IPC will manage the technology transfer vehicle for commercialization of the invention.

OPERATIONAL LEAD: Manager of Business Development

TERMS OF SERVICE: Members are appointed by virtue of their position and will serve during their term of employment.

SCHEDULE OF MEETINGS: Meetings will be scheduled six times per year. Ad hoc meetings will be scheduled as needed in order to comply with a 45 days turnaround commitment re IP protection.

APPROVAL DATE: March 14, 2017