

## IALA COUNCIL 70<sup>th</sup> session



9-13 December 2019  
Noumea  
New Caledonia

### 8 – STRATEGY AND POLICY

#### *8.8 – Communications Policy and Patent Policy*

##### 8.8.1 – Introductory note

Note by the Secretariat

#### INTRODUCTION

**Communication** is a strategic tool used to achieve the overall aims of IALA. For communications at IALA to be efficient and purposeful, a Communications Policy is needed to provide guidance.

During the IALA day in July 2019, the Secretariat has developed a new Communications Policy.

The purpose of the policy is to ensure that the aim, objectives and activities of IALA are communicated properly by stating them in clear, coherent, consistent and well-targeted messages for prompt communication with all relevant stakeholders. The policy identifies the relevant stakeholders, possible messages, various channels of communication, their intended purpose and the roles and responsibilities of our staff in accessing and using them.

The policy applies to all IALA staff and contracted consultants. Members, Committee Chairs and Vice Chairs etc. are encouraged to use the Policy when communicating in an official IALA capacity.

The Communications Policy can be found on page 28 in the Staff Rules and Secretariat Procedures (8.8.2).

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This **Patent Policy** establishes the IALA policy relating to Patentable subject matter, Patent Applications and Patents covering, in varying degrees, the subject matters of IALA Documents (Standards, Recommendations, Guidelines, Manuals, etc.).

The Patent Policy encourages the early disclosure and identification of Patents, Patent Applications and of potentially Patentable subject matter relevant to the work of IALA and to IALA Documents under development.

The purpose of the Policy is twofold, namely on the one hand to prevent IALA Committee participants or third parties from patenting the contents of IALA Documents and thereby creating obstacles to the work of IALA and on the other hand, to avoid infringements of patented subject matter within IALA Documents before the latter are published and used.

The Patent Policy can be found on page 31 in the Staff Rules and Secretariat Procedures (8.8.2).

#### THE COUNCIL IS REQUESTED TO

**Note** the information provided.