

Charter for the ASEAN University Network for IP Management

Article 1. Organization

The name of the Network shall be ASEAN University Network IP Management (AUN-IP). The AUN-IP is a regional network of universities, organizations and individuals (hereinafter the members), created within the frame of The Erasmus Plus project SPIRE.

Article 2. Objectives

The AUN-IP brings together IP practitioners from across the ASEAN Region to promote and facilitate the sharing of professional knowledge, experiences and good practices on IP Management across the ASEAN Higher Education Area and beyond and explore potential avenues for collaboration.

The objectives are:

- Share knowledge, information, and best practices among the members on the management and protection of IP in HEI;
- Create a training platform to build the capacity of the network members on IP related subjects;
- Provide linkages between universities, organizations, national intellectual property agencies and other stockholders interested in improving their IP management policies and mechanisms;

Article 3. Vision and Guiding Practices

The AUN-IP Network vision is to advance IP management in the ASEAN higher education through the spirit of regional collaboration.

The AUN-IP Network shall be guided in its decision-making by the principles of diversity, collaboration, excellence, integrity and learning.

Article 4. Structure

The AUN-IP network shall be composed of the Members, a Steering Committee and a Secretariat.

Article 5. Founding Members

The AUN-IP Network is made up of the following Founding Members:

Country	Founding Members
Malaysia	Prof. Dr. Samsilah Roslan (ITMA)
Malaysia	Assoc. Prof. Dr. Noor Azurati Ahmad @ Salleh (UTM)
Malaysia	Azlin Abd Jamil (UTM)
Malaysia	Dr. Olivia Tan Swee Leng (MMU)
Indonesia	Assoc. Prof. Dr. Surya Sumpeno (ITS)
Indonesia	Prof. Dr. Ir. Samadi (Unsyiah)
Thailand	Assoc. Prof. Dr. Duanghathai Pentrakoon (CUIP)
Thailand	Asst. Prof. Dr. Boonyarath Pratoomchat (BUU)
Philippines	Prof. Dr. Proserpina Roxas (MSU)
Philippines	Prof. Dr. Glenn N. Baticados (UPLB)

Article 6. Membership

All members shall endorse the terms of this Charter, and implement the programmes, projects and activities of the AUN-IP Network.

Eligibility for Membership: Membership shall be open to any college or university center, institute, and organization or professional that engages IP management. Membership is granted after completion and receipt of a membership application and annual dues, and approval from the Steering Committee.

Categories of membership: The Steering Committee shall have the authority to establish and define categories of membership.

Annual dues: The amount required for annual dues is dependent on a center, institute or organization's total annual budget. The dues levels for Voting Members will be reviewed and set annually by the Steering Committee and reported to the membership at the annual meeting. Continued membership is contingent upon being up-to-date on membership dues.

Voting: Each member shall be eligible to appoint one voting representative to cast the member's vote in Network elections.

Non-Voting Members: The Steering Committee shall have the authority to establish and define the categories of membership for non voting members, to define the membership benefits, and to set dues for these members.

Article 7. Steering Committee

The Steering Committee is responsible for overall policy and direction for the Network. The Steering Committee shall be self-governing, and shall establish its own rules and other procedures consistent with this Charter.

The Steering Committee shall be composed of at least one member of each participating institution or organization. Makeup of the Steering Committee will seek to be geographically and institutionally diverse. Committee members receive no compensation.

New and current Steering Committee members shall be elected or re-elected by the voting representatives of members by electronic ballot in advance of the annual meeting. Steering Committee members will be elected by a simple majority of voting representatives of members voting electronically. The Steering Committee should develop, adopt and post simple and efficient electronic election procedures for at least one month in advance of the annual elections.

When a vacancy occurs mid-term, these vacancies shall be filled by a vote of the majority of the remaining members of the Steering Committee for the balance of the term. All members are expected to assist with recruitment of new members.

There shall be a chair, vice chair, treasurer, and member outreach chair chosen by the Steering Committee members at the annual meeting.

Officers' duties are as follows:

- Chair will convene quarterly meetings of the Steering Committee and the annual meeting of the entire membership.
- Vice Chair will assist the Chair and serve in the Chair stead in his or her absence.
 - Responsible for keeping record of Steering Committee Action
 - Assist with online resource development effort
- Treasurer shall make a report at each Steering Committee meeting and at the annual meeting on membership, dues and other financial information.
- Membership Outreach Chair:
 - Coordinates recruitment and orientation efforts
 - Leads discussions and efforts for how to add value to the membership to Assist with online resource development effort
- Past Chair:
 - Coordinates the annual Steering Committee nomination process

- Provides advice to Officers regarding past practices and other matters to assist the Committee in governing the Network
- Supports the Chair and the Vice Chair on an as-needed basis

The Steering Committee will meet or confer by phone, internet, or other means. The Steering Committee shall meet in person at least once a year.

The Steering Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

The Steering Committee may create committees as needed.

The Steering Committee shall have the following functions:

1. Formulate policies for the operation of the Network.
2. Approve proposals for projects, including work programmes and implement activities.
3. Appoint the Secretariat.
4. Conduct periodic review and evaluation of on-going projects and activities, based on the recommendations and assessment of the Secretariat.
5. Approve

Article 8. Secretariat

The **Universiti Teknologi Malaysia** will serve as the Secretariat for the Network.

The Secretariat for the Network shall have the following functions:

- Plan and organize programmes, projects and activities of the Network
- Coordinate, monitor and evaluate programmes, projects and activities of the Network.
- Assess and review periodically the accomplishments of the Network.
- Disseminate information and research to Network members.
- Manage funds for the operationalization of the Network.

Article 9. Meetings

Annual meeting: The annual membership meeting of this Network shall be held as determined by the Steering Committee. At the annual meeting, the newly elected Steering Committee shall elect officers, and members shall determine the priorities for the Network for the coming year.

Special meetings: Special meetings may be called by the Steering Committee and notice will be given to all members. In addition, the Steering Committee may convene informal meetings of the Network in association with meetings of other related professional and leadership organizations.

Quorum: The members present at any properly announced meeting shall constitute a quorum.

Decision-Making: At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style appropriate to the decision. Consensus will be sought on issues of program priorities and Network direction; other decisions can be made by simple majority.

Article 10. Reporting System and Accountability

The Secretariat shall render an annual report of accomplishment of the projects and activities being coordinated and implemented by the Participating Institutions. Such report shall be modified and approved by the Steering Committee.

The Secretariat shall render an annual financial report of the Network. Such report shall be modified and approved by the Steering Committee.

Article 9. Budget and Fund Sourcing

The Network is co-funded by the European Commission on its Erasmus Plus Projects. Allocation of budget for projects and activities shall be approved by all members of the Steering Committee.

The Steering Committee shall create a fund-sourcing Committee which shall develop fund-generating projects for the Network.

Article 10. Account and Audit

The funds of the Network shall be deposited in a reputable bank in the account of the Network, hereinafter referred to as the Network Account.

The Network Account shall be managed by the Secretariat in accordance with the approved budget.

Article 11. Amendment

This Charter may be amended when necessary at the Annual Meeting by two-thirds majority of the voting members. Proposed amendments must be submitted to the Steering Committee to be sent out with Annual meeting materials.

Article 12. Disputes of Interpretation

Any question or dispute concerning the interpretations of any provision of this Charter shall be settled by the Steering Committee.

Article 13. Entry into Force

This Charter shall come into force upon adoption by the responsible of each Participating Institution or Person.

Kuala Lumpur, 30 November 2019

Signed on behalf of Founding Members

Representative of Multimedia University (MMU)

Dr. Olivia Tan Swee Leng

Signature and stamp:


DR. OLIVIA TAN SWEE LENG
Director
Collaboration and Innovation Centre (CIC)
Multimedia University
Garan Multimedia, 63100 Cyberjaya
Selangor Darul Ehsan, Malaysia.
DR. OLIVIA TAN SWEE LENG
Director