

Topic: SIDA Committee Meeting

Meeting Date: 5 Nov 2016

Meeting Time: 2pm to 5pm

Attendance: Jason, David, Kim, TanYL, George, Zimson,

Absence with apology:

Note: This is a approved copy. This copy was circulated to all related SIDA members. This meeting tweeter log will be published in SIDA website from 15 Nov 2016 onward.

Item	Speaker	Content {Meeting Tweeter Ver 3.0 (U001R03) }
001	System	Meeting Started
002	Jason	I will start the meeting. First is the ground rules.
003	Jason	1. Do not get angry. 2. Coordinator can issue Yellow card. Two Yellow cards equal one penalty. "3. Do not say Danger Words. Danger words are ""cannot work"", ""stupid/lousy idea"" and etc. Instead say ""Strength is"", ""Good thing is"", ""Weakness is"", ""Problem is"" and etc." 4. Do not insult or verbal attack on anyone or any race or any religion in the meeting. 5. Everyone must AGREE TO DIS-AGREE, but there must be a reason to dis-agree.
004	Jason	Next topic is on the SI-AP Agreement.
005	Jason	Background of this topic. Project Trolley was started by Tan to solve the supermarket trolley problem. He opened up this project with his invention to all SIDA members. Subsequently, David, Nicky, XiuFeng and me join in this project as co-inventors. We met in 1 Oct and 8 Oct and came up with a "SIDA and Inventors Agreement". All Co-inventors signed the agreement. In this agreement, there is a need for someone in SIDA committee outside the Project to signed for SIDA as a recognition to enter this project into SIDA SI-AP Project.
006	Jason	In the last meeting on 15 Oct 2016, I approached George to sign the "SIDA and Inventors Agreement" for SIDA to acknowledge Project Trolley into SIDA. George realise that there is a problem. There was no endorsement from SIDA committee that give George the power to sign the agreement on behalf of SIDA. George also recommended that the "SIDA and Inventors Agreement" be split into two different agreement to minimise SIDA liability. If there is disagreement or conflict between Co-Inventors of Project Trolley, SIDA risk being dragged into the affair.
007	Jason	For this purpose, I called for this committee meeting to decide the next course of actions.
008	Jason	To start this discussion, I would like to remind the committee of our SIDA roadmap found at http://www.sida.org.sg/roadmap/
009	Jason	I remind that our focus for 2016 is to start new SI-AP projects and make it successful. Then we can use this example to expand further. At the same time, our SI-AP system is still not perfect and need fine tuning. George highlighted the issue in Project Trolley and we are here today to do the fine tuning.
010	TanYL	I am happy that George bring out this issue. It shows that we have people in SIDA like George who is genuinely concern for SIDA. I admit that we are trying to go fast in Project Trolley. If there is a problem, it is good that George bring it up.
011	Jason	Based on George recommendation, the proposal is to split "SIDA and Inventors Agreement" into two separate agreement. One is the "SI-AP Agreement" signed between inventors or co-inventors and SIDA. The next is a separate "Inventors Agreement" that co-inventors need to discuss within themselves with no interference from SIDA. I agree with George on this issue, any objection from the committee ?

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012	All	No objection.
013	Jason	I would like refer to the initial draft of "SI-AP Agreement" that George wrote. I believed this copy has been circulated to all SIDA Committee members in the email.
014	Jason	Based on George initial draft of "SI-AP Agreement", I did some modification and would like to bring it out in this meeting so that everyone can agree on the final copy.
015	All	(Discussion on the detail of "SI-AP Agreement")
016	Jason	I proposed that all Co-Inventors of Project Trolley to sign on the "SI-AP Agreement" as opposed to only having the Project Leader to represent all Co-Inventors to sign with SIDA. Reason is because all Co-Inventors must be aware of the "SI-AP Agreement". Having only the Project leader signed on behalf of all Co-Inventors is liken to giving the Project Leader the power of sign other agreement. This is too much power for the Project Leader and might cause conflict later on if the Project Leader abused the power.
017	TanYL	I agreed that all Co-Inventors must know about the "SI-AP Agreement".
018	George	Then there will be no need to have a Project Leader.
019	Jason	I agreed and proposed to delete the term "Project Leader", any objection from the committee.
020	All	No objection.
021	David	In Project trolley, different Co-Inventors came up with their own inventions of solve the problem. So there are different original inventor for different inventions. How to resolve this ?
022	Jason	This is covered under the "Inventors Agreement". In the previous copy, there are provision in the agreement that address this issue. Refer to "E. Selection of Inventions for Patenting and Commercialization".
023	Jason	The term Co-Inventors will need to be define in the "SI-AP Agreement".
024	David	I suggest to change the first portion on "This agreement is made on dd-mm-yyyy between SIDA and Project leader of Project tolley". Use "Co-Inventors of Project Team (Trolley)" instead.
025	Jason	I am ok with this, any disagreement from the committee ?
026	All	No objection.
027	Jason	The term definition of "SI-AP" in the "SI-AP Agreement" is modified to include "A copy of the latest SI-AP flow can be found at http://www.sida.org.sg/si-ap/system/ ". This is to make it aware to Project Trolley Co-Inventors of the SI-AP flow and it is their responsibility to go to SIDA website to review this flow. This will reduce future conflict on what Co-Inventors expectation on the help that SIDA provide.
028	Jason	Coming to the issue of SIDA Representative to sign the "SI-AP Agreement". I proposed to have more that one Representative appointed by SIDA to sign this agreement. This is meant for operation efficient. If there is only one Representative appointed, I may have trouble getting the Rep to sign the agreement if he or she is away or too busy to come to SIDA meeting. Furthermore, if the Rep is the Co-Inventor of the project, there will be conflict of interest.
029	Jason	Is there any objection from the committee ?
030	All	No objection.

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031	All	(Note: In the subsequent email after the meeting, George proposed to take out the Section on "Confidential Information" because SIDA cannot ensure that SIDA Advisor who took part in the evaluation of the invention follow it. The portion on "Confidential Information" should be covered in NDA or Non Disclosure Agreement.)
032	Jason	If there is no other suggestion or objection to the "SI-AP Agreement", I propose to the committee to approve it.
033	All	Approved.
034	Jason	Next, I have re-draft the "Inventors Agreement" and would like to show it in this meeting. All wording and terms related to SIDA are taken out. This will be purely an agreement between Project Trolley Co-Inventors. SIDA play no role or interference in this agreement. I would need to call a Project Trolley meeting to get all Co-Inventors in and discuss and sign it. Once signed, I will prepare the "SI-AP Agreement" to re-enter Project Trolley into SIDA.
035	Jason	I would like to go to the next topic on revision of SI-AP Flow from version 3.0 to 4.0. A copy of the flow is found at http://www.sida.org.sg/si-ap/system/ and http://www.sida.org.sg/si-ap/system/change/
036	Jason	Please note that the url above is protected with a password such that it only available to SIDA members. Please let me know if you need the password.
037	Jason	First is the change to Step#140 where a final evaluation is done by SIDA committee. If the ranking is above or equal to three stars, SIDA will recommend the invention to FOS (Friends of SIDA). In this case, the modification become "Is Ranking >= 3 Stars OR exceptional reason?". This is because the 5 Stars ranking system is still in experimental stage and it may not be perfect. To cater for its possible limitation, the "Exceptional Reason" judgement was added. is there any objection ?
038	All	No objection.
039	Jason	Next major change is Step#30 "Inventors join SI-AP". Version 3.0 has no description on this step. In version 4.0, a more detail explanation of this step is added. Based on previous approval on "SI-AP Agreement", I will change Section (5) to " "SI-AP Agreement" must be signed by at least one appointed representative from SIDA."
040	George	Should make it mandatory for Inventors to sign an "Inventors Agreement". Step#30, section (6) should be "Inventors have to sign an "Inventors agreement""
041	Jason	OK.
042	Jason	Any objection on Step#30 ?
043	All	No objection.
044	Jason	Next is Step#40. Main additional is a note at the bottom "Note: Only NDA is signed, no additional document are needed". The reason this was added was because there was a case recently where a SIDA member want to bring his invention to SI-AP. Tan and me met him at Tan's office. While signing the NDA, the member requested that photocopy of NRIC (with watermark) of everyone in the meeting be made. The member requested that he be given a copy of the photocopy of the NRIC. The member claim that this is standard business practice in Singapore.
045	Jason	Tan and I rejected the request and the Project was aborted. Reason for this rejection is because our NRIC are sensitive document and a copy of it should not be circulated. If the photocopying of NRIC become a norm in SIDA, there will be lots of SIDA members NRIC out in the open. This will increase the risk exposure to our members and SIDA.

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046	George	I think NRIC should never be circulated because the risk is too high. The normal practise should be members write their name and sign on the NDA. If the inventor is concern about the identity of those signing the NDA, he can request them to produce their NRIC to do a visual verification on the person appearance and name. The inventor cannot make a copy of the NRIC for his own keeping.
047	TanYL	I agreed with George on this, this should be the correct way.
048	Jason	Any objection on Step#40 ?
049	All	No objection.
050	Jason	Next is the change to Step#80. A more detail description of this process is added. Please refer to http://www.sida.org.sg/si-ap/system/change/
051	George	This step should include "Non Disclosure Agreement (NDA) signed by all SIDA Advisors if there is no conflict of interest."
052	Jason	Point taken, I will add that in. I will also add this into Step#130 "Final Evaluation".
053	Jason	Any objections ?
054	All	No objection.
055	Jason	The rest of that changes are minor. Please review and let me know if there is any objections.
056	All	No objection.
057	Jason	If there is no objection, I put it to SIDA Committee to approved the change from SI-AP Flow version 3.0 to version 4.0.
058	All	Approved.
059	Jason	Last second topic is SIDA name card. Tan proposed that SIDA make name card for its appointment holder. His proposal is to get the name card maker to print multiple SIDA name card on A4 size without cutting. The name card will have SIDA logo and information. The portion on the person name, handphone and email be left blank. Then Tan can use his laser printer with his software to print name of the appointment holder on the A4 size card. Each person will take the A4 size card with their name printed to go back and cut it themselves. This will save cost for SIDA.
060	Jason	Any objection ?
061	All	No objection.
062	Jason	OK, lets discussed the design of the name card.
063	All	(Discussion)
064	Jason	So it is decided that the name card will have SIDA logo on the left and SIDA information at the bottom. SIDA information will be. Singapore Inventors' Development Association 新加坡发明协会, ROS UEN Ref: S82SS0011F 65A Jalan Tenteram, #07-02/03, Singapore 328958 Tel: (65) 62502141 Website: http://sida.org.sg
065	Jason	It is also decided that the backside of the name card be left blank.
066	Jason	I like to ask David to come along with me to the name card maker one day to help out in the design and fonts.
067	David	OK.
068	Jason	Last item is SIDA annual report 2016. George will need to prepare SIDA financial statement beginning next year 2017 so that I can submit it to ROS.
069	George	OK.
070	Jason	Detail of SIDA account can be found at http://www.sida.org.sg/meeting/account/ Let me know if you need the password to access it.

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071	Jason	For Tan (President) and David (Vice President), I will need you to start thinking of your comment in SIDA Annual Report 2016.
072	Jason	If there is no other issue, I now declare the end of this meeting.