

IP Inclusive Management
Meeting 15 March 2018
Minutes

Teleconference : 10.30 – 11.45 am

Attendees: Carol Arnold (Minutes); Keven Bader; Andrea Brewster (Chair); Richard Goddard; Liz Dawson; Michael Silverleaf

Apologies: Lee Davies

Chair’s report: current and intended activities (Agenda items 2 & 3)

Lots happening!

1. Careers in Ideas Launch: set for 10 April; 2018. 150 places available with 90 persons already registered. CIPA & CITMA are funding venue & Dehns are funding the catering. Tim Moss (UK-IPO CEO) will attend and provide an advance Press release; the website designers will talk and a panel discussion is arranged. Careers advisors have been targeted to attend as well as IP Inclusive supporters and the wider IP community.

2. Mental Health Awareness Week. 14 to 20 May 2018. Andrea is working several supporters on this; so far locations in Glasgow, Leeds and Bristol are on board for the regions. A LawCare mental health seminar is arranged for that week plus a second one with the CIPA Informals for the following week. It is planned to benchmark stress levels within the patent profession this year via a circulated questionnaire with CIPA and follow up annually.

3. UK-IPO (Ben Buchanan). Discussion ongoing re follow-up to the two November workshops and making further use of the resultant toolkits.

4. Charter signatories. Andrea is working with Lesley Evans to start off regional networks among the Charter signatories.

5. IP Inclusive Week. It is hoped to hold such a week at the same time each year, but we need to avoid planned major conferences, etc. Known major conferences etc. coming up in the autumn are: CIPA Congress (September); AIPPI Annual Conference (October); schools half term (latter end of October). Minor social activities can be linked into the IP Inclusive Week theme and would not therefore get in the way. The first or second week in November looks viable for IP Inclusive Week. The Associations Week has yet to be settled (involves Lee and Keven); this previously has been in the first week in November and is also envisaged as an annual event.

**Actions:** **All**: provide Andrea with the dates of fixed social and other events for CIPA; CITMA; IP Federation; FICPI; and others if known (eg AIPPI).
 **Keven**: to advise Andrea of the date settled for the Associations Week, 2018.

Budgeting for IP Inclusive events & other; Donations handling policy (Agenda items 4 & 5)

As well as the events, there are other activities that require funding:
- Potential Website rebuild
- updating the video blogs for the Careers in Ideas site, plus several more pop-up banners
- regular annual costs such as insurance.

Funding so far has been on an ad hoc basis with event arrangers specifically asking just the companies they know. We need to ensure all requests are spread evenly among the supporters and Charter signatories. Andrea’s proposal of a signatory help list that can be sent to the Charter Mailing List and the Task Force Mailing List to cover funding and other ways to contribute (locations, etc.) needed for specific items, was approved.
**Actions: Andrea** to provide in the next week or two; **All** to comment before Easter

All agreed that funding for events should be continued as a ‘Sponsorship’ (which would require invoices to be issued from IP Inclusive Management) with acknowledgement of the Sponsor name(s) in all Event materials.

In the short term, there is still a pot of money promised from IP Reg for a suitable project. Also, it could be useful to approach IP Federation, who previously provided funds for the Careers in Ideas work, for funding of the updating work.
**Action: Carol** to approach IP Federation; **Andrea** to provide Carol with the quotes being obtained by Parminder.

Paid secretariat/organiser/CEO. This is necessary as it is not possible for Andrea to continue long-term operating on the current basis. It would need a commitment of regular funding; the only guidance we have on amount is that the Institute of Associations Management pay roughly £10,000 for a part-time secretary/administrator/organiser. We need to resolve this year (and therefore this should go into the 2018 plans) to ensure that running IP Inclusive is put on a stable footing and that we can in future provide a sound basis for succession planning. Suggestions for funding are:
- a small amount provided by a large number of sources (for example by partnerships) as a donation to IP Inclusive for provision of D&I training
- contacting organisations who may provide such funding: WIPO & NOMINET were mentioned.
**Action: Michael** to investigate via contacts in these two organisations
We need to set this up in a sensible manner to avoid unnecessary obligations.
**Action: Lee and Keven**: to discuss what is the best sort of basis on which to operate such a paid position: employment, contract, or consultancy.

Insurance (Agenda item 6)

Basic insurance cover has now been set up as agreed with the Committee via email. This provides third party liability and employer’s liability cover and cover for basic legal expenses but has no cover for individual committee members. The key risky activities for which individual cover could be relevant are data handling and funds handling. In exploring the details of the plans to meet our new GDPR responsibilities (see next item), it was felt that there would be minimal individual risk, and so there was no need to supplement the insurance to add in cover for those individuals on the management committee who do not have insurance cover from other sources. However, this should be kept under review.

GDPR compliance (Agenda item 7)

Essentially, new legislation brings in certain responsibilities from 25 May 2018 regarding storage and processing of data/information and documentation. Andrea is setting the following in motion:
- New Privacy Notice which will go onto the website but will also be sent out to subscribers on the various mailing lists for individuals to acknowledge receipt and acceptance of the terms under which IP Inclusive holds information about them. The Privacy Notice needs to be clear as to the purposes why IP Inclusive is holding information and data. There needs to be an indication of the lawful basis, e.g. ‘consent’ or ‘legitimate interest’: we intend ‘legitimate interest’. Keven indicated that CITMA is proposing ‘legitimate interest’.
- Data Protection Policy to cover documentation procedures.
- Register of all the data sets we hold.
- New, separate email address as a channel for requests to access, amend or delete personal data and for queries and complaints regarding our data processing activities.
- Consideration of a Data Protection Officer (DPO). It is advantageous to operate with a DPO, and it is possible not to name an individual but to operate a relevant email address. Andrea proposes to use wording like "Please contact The Data Protection Officer at ipinclusivedata@gmail.com.”
- Ensuring that each support group mailing list holder will go through the same process and ensure there is documented and secure access to their mailing lists.

Committee Membership (Agenda Item 8)

The UK-IPO is keen to be involved but cannot, as a government department, be a ‘member’. It was agreed that the UK-IPO can be an observer on the IP Inclusive Management Committee.

It would be good to have IP Solicitors represented on the Committee. It was agreed that we should contact the IPLA again on this.
**Actions: Andrea** to contact Gordon Harris (Gowlings); **Michael:** to contact Arty Rajendra (Osborne Clarke) TIPLO organiser.

MemCom Awards (Agenda item 9)

IP Inclusive has been nominated and the ceremony will be held on 16 May 2018. Andrea should go, and all agreed that Parminder would be a great second representative to attend.

Moderating social media communications; Key terms for supporter guidelines; & What if anything to do about benchmarking data (Agenda items 10 to 12)

All deferred to next meeting.

Date of Next Meeting (Agenda Item 13):

Agreed that we should move to monthly half hour long meetings.

**Action:** **Carol** to arrange. (PMN: proposed as the third Thursday of each month from 11 to 11.30am)