

IP Inclusive Management  
Meeting 19 April 2018  
Minutes

Teleconference : 11.00 – 11.40 am

Attendees: Carol Arnold (Minutes); Andrea Brewster (Chair); Richard Goddard; Liz Dawson; Ben Buchanan; & Lee Davies (fleetingly!)

Apologies: Keven Bader; Michael Silverleaf

Chair’s report (Agenda item 2)

A brief report was issued in advance of the meeting and is attached.



**Action carried over:** **Michael:** to contact Arty Rajendra (Osborne Clarke) TIPLO organiser.

GDPR compliance (Agenda item 3)

Various proposals and proposed wordings have been circulated by Andrea since the previous meeting. The proposed Privacy Notice needs to be finalised and Andrea is working on basic guidelines for the leaders of the support groups. Andrea’s current key concerns are to be confident that she has interpreted the requirements under the new requirements correctly, and to feel comfortable regarding the approaches of the third party mail handling companies that we use (Mail Chimp, & Eventbrite) especially since they each use different approaches regarding the responsibility of handling personal data.

Reviewing the approaches of other groups from the mailings that are starting to be issued re the GDPR changes, IP Inclusive proposes to do more to put a revised Privacy Notice in front of supporters rather than merely provide a link to one (which others are mostly doing). It is viewed that the new GDPR requirements are more strict on record keeping – what we are doing with personal data, why we are doing it, recording consent to be on a mailing list, and recording requests for removal (and date of removal) from a mailing list.

Mail Chimp appears to have a good record keeping facility showing dates added to a mailing list and dates of removal.

Ben has offered to ask his internal lead on GDPR informally to review Andrea’s proposals; the offer was very much welcomed and accepted.  
**Action: Ben** to seek an informal view on the current IP Inclusive proposals from an in-house expert.

Andrea will put the final proposals before the IPIM for comment before implementation.  
**Action: Andrea** to circulate the final proposals for GDPR compliance to the committee.

Donation requests (Agenda item 4)

Based on comments received and the need to get requests for funding out without further delay, Andrea proposes a shortened request list and to remove the CEO funding pending further discussion and advice from within the committee. With the recent pledge of funds for the Careers in Ideas banners from IP Federation (received with thanks), there remain only 2 projects to fund this year. Andrea would be sending the funding requests to the task force mailing list and to the Charter signatories, with the emphasis that this would be the only financial funding request issued for IP Inclusive projects for 2018.

The idea of crowd funding was put forward as a possibility to consider. It was also recommended to plan ahead for 2019 so that project donation requests could be made for 2019 before the end of the calendar year.

Regarding the paid secretariat/organiser/CEO, it was felt better to address this at a face to face meeting, perhaps with lunch included. From the attendees present it was thought that the next meeting might be a good possibility.   
**Action: Carol** to investigate availability of the CIPA office and of all IPIM committee members. If the next meeting is not a possibility then **Andrea** to investigate alternative dates via a doodle poll.  
**Actions carried over:   
Michael** to investigate CEO/secretariat funding via contacts in WIPO & NOMINET  
**Lee & Keven** to discuss what is the best basis on which to operate with such a paid position: employment, contract or consultancy.

Careers in Ideas & potential conflict for CIPA/CITMA (not on the agenda)

CIPA’s internal governance committee is uncomfortable with the current position; it is likely that CITMA also has difficulties too. The issue is with the free nature of the opportunities board on the Careers in Ideas (CinI) website. While the latter is restricted to new entrant and internship possibilities, it was felt that it confuses, and stops CIPA and CITMA being the go-to place for general recruitment. CITMA especially has a large proportion of new entrant and administrative positions on its site. CIPA is looking into the proportion of the CIPA placements that link to entry level jobs. CIPA would also like to see a TOR prepared for the CinI opportunities board.

Andrea signalled that she has a personal conflict on this issue: as IP Inclusive leader, an unrestricted free listing is in principle preferred.

One possibility being suggested is that CinI acts as a signpost to the CIPA and CITMA sites and provides appropriate links, and this may ultimately be the best compromise. Also, since CIPA’s site does not promote internships, open days and work experience, another way to coexist is for the CinI site to be limited to such options.

This issue could perhaps be more easily addressed in a face to face meeting.

Progressing other 2018 plans, Moderating social media communications; Key terms for supporter guidelines; & What if anything to do about benchmarking data (Agenda items 5 to 8)

All deferred to next meeting.

Date of Next Meeting (Agenda Item 9):

17 May 2018.

Carol to investigate the possibility of a face to face meeting extending over lunch (see actions above). Note it was requested that a telephone link also be made available in case of last minute problems in attendance.