

# IP Inclusive: LEO's report 1Q 2024

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**IP INCLUSIVE**

Working for diversity and inclusion in IP

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## 1 General

It's been a busy quarter in terms of events planning. Some of the events have already taken place, with a larger number scheduled for 2Q 2024. Many relate to this year's key theme, allyship, on which we've also been creating content and comms. The Careers in Ideas team have also been busy with preparations for this year's *Summer of IP* campaign.

In other news, we have a new community, IPause. What was previously a (peri)menopause working group has adopted a more formal role in recognition of its increasing importance and the level of engagement with its work.

## 2 Allyship

The theme of "allyship" is key to our 2023-25 business plan and underpins all our work this year.

Things done on this front during 1Q 2024 include:

- A joint webinar with LawCare and Jonathan's Voice (see 7 below), which emphasised the value of reverse mentoring to improving allyship, inclusivity and wellbeing.
- Organising a session with Jonathan's Voice for CIPA's April student conference (7 below), highlighting the importance of allyship and support networks to safeguard wellbeing during the early stages of an IP career.
- Organising an April event on conversations about EDI and allyship; this will take place in Cambridge and online and involve representatives from all six of our communities.
- Helen Smith has begun drafting a set of allyship guidelines, which will include input from the six communities on what allyship looks like for the people they represent.
- I contributed a short article on the "what, who and when" of allyship for the February 2024 *CITMA Review*.
- Also in the planning:
  - Talks on allyship at two CIPA regional meetings (10.2 below).
  - Recording some of these talks for use as a general IP Inclusive resource.
  - Other regional events, including in Birmingham to focus on allyship for the LGBTQ+ community and in Leeds on the use of reverse mentoring to encourage, inform and empower allies.

## 3 Careers in Ideas

### 3.1 General

The Careers in Ideas task force met in February, mainly to discuss *Summer of IP* plans but also for a more general catch-up on Careers in Ideas projects.

### 3.2 *Summer of IP 2024*

This will repeat the 2023 programme of awareness-raising events and work experience/taster opportunities, some provided by Careers in Ideas and some by IP sector employers, whose contributions will be promoted centrally through Careers in Ideas.

Plans progressing:

- In-person launch event being organised for 8 May, hosted by Marks & Clerk in London, primarily for careers advisers in universities, colleges and outreach charities.
  - Will include talks about Careers in Ideas, *Summer of IP* and IP careers more generally, plus opportunities to network with IP professionals in a range of roles.
- Programme of introductory events taking shape, including some repeats of 2023 events and several new ones focused on (a) students in particular disciplines and (b) alternative routes into IP sector careers.
  - These will either run online in the early weeks of the campaign or be available as recordings.
- Prospectus, guidelines, activity suggestions and registration form created for participating employers, some of whom have already approached us about getting involved.
  - The guidelines include new material about how to recruit more inclusively to *Summer of IP* activities.
- Task force joined by Sara Belazregue, introduced to us by the outreach charity In2scienceUK, who will be helping coordinate some aspects of the *Summer of IP 2024* programme and associated comms.
- Also helping us promote the campaign, during June, will be our intern Jessica Anderson: see 9.3.3 below.
- As in 2023, the main campaign will run through July and August, although a few activities and events may take place outside this window.

### 3.3 **Mentoring Hub**

- Registered participant numbers at the end of 1Q 2024: 46 mentors; 53 mentees.
- Additional funding secured from IPReg to support expansion of the current subscription from 100 to 250 participants as of the next renewal in May.

### 3.4 **Website rebuild**

- Developers unable to progress this project as quickly as hoped, partly due to illness among their key team members in the early part of the year.
- Shown a first draft of the new site in late March.
  - Website working group will test it and provide feedback before we progress to migrating content from the old site and where necessary creating new material.
- Still hope to have the new site ready by the *Summer of IP* launch event.
- Also plan to seek feedback from the Advisory Board and other stakeholders – including *Summer of IP* participants – over the months following the site launch, in order to tailor its content further.

- Will also take advice from Bnode about its accessibility: see 9.3.4 below.
- New site will be easier to edit than the current one, allowing us greater flexibility in adding and updating content.

### 3.5 Other activities

- January: publication of a podcast I recorded in November 2023 with Lynsey Hyslop, as part of her “When I grow up I want to be” series.
  - Promoted this through Careers in Ideas social media later in the quarter.
- March: met with a representative of the STEM Returners programme with a view to helping raise awareness of one another’s work and in particular promoting *Summer of IP*.
  - Plan to add the programme to our Careers in Ideas directory of outreach organisations, also to publish blog posts about it on the IP Inclusive and Careers in Ideas websites.

## 4 The EDI Charter

- Signatory changes during 1Q 2024:
  - 1 new signatory: Script IP
  - Leading to a total of 156 signatories
- During the quarter, 6 signatories contributed to our 2023-24 fundraising campaign (including some donations specifically for the Women in IP “Connected Bubbles” events: see 5.7 below).

## 5 The six communities

### 5.1 General

- February: conversion of the (peri)menopause working group into a formal IP Inclusive community, IPause: see 5.4 below.
  - Its work has relevance to a large number of people across the IP Inclusive support base and the group has been active and well supported since its inception.
- February: online get-together of community committee leads to discuss their involvement in allyship projects (see 2 above), also to introduce new committee leads, share updates and ideas, and explore other potential collaborations for 2024.
  - Included a good discussion about different types of committee structure and ways to engage committee members, share responsibilities and increase efficiency.
- April event on conversations about EDI and allyship (2 above) will include representatives from all six communities.

### 5.2 IP & ME

- January:

- IP Inclusive Updates newsletter introduced the new committee leads and called for ideas for future IP & ME activities; this was mirrored on LinkedIn.
- Statement published on the IP Inclusive website and social media, expressing support for everyone affected by the conflict in the Middle East, urging tolerance and sensitivity, and offering support to individual IP professionals in need.
- Guest post on the website News and Features page from patent engineer Katrina Scanlan, with her thoughts about the impact of a minority ethnic background on her own and other people's perceptions and on her career journey so far.
- February:
  - Informal online “Coffee Club” discussion on the theme of how love, affection and kindness are expressed and understood across cultures.
- March: newsletter call for new committee members.

### 5.3 IP Ability

- February: website News and Features posts:
  - Reporting on the December 2023 webinar “Beyond labels: challenging the stigma of ‘disabled’”.
  - About office “cake culture” and its impact on people with eating disorders, to mark Eating Disorders Awareness Week.
- Webinar organised on the new Carers’ Leave Act, to run in May.
- See also the IPause work on (peri)menopause support (5.4 below).

### 5.4 IPause

- January: website News and Features post reporting on the December 2023 webinar on nutritional approaches to coping with (peri)menopause.
- January: working group meeting to coordinate future activities.
  - This took the decision to convert to an IP Inclusive community.
  - The new committee to be formed of the previous working group members.
  - Group member Jane Wainwright (Potter Clarkson) was appointed chair.
- February: launch of IPause<sup>1</sup>.
- March: “Supporting the (peri)menopause life-stage with life-style”, a webinar with guest speaker Dana Chapman about the impact of general lifestyle choices (including nutrition, health and personal care) on the symptoms of (peri)menopause.
- Also in the planning:
  - April: informal “Menopause Matters” online coffee date, to discuss activities and priorities for the newly-formed community.
  - Publishing previously-created menopause “stories”: short recordings of individual IP professionals sharing their experiences and suggestions on aspects of the (peri)menopause.

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<sup>1</sup> See <https://ipinclusive.org.uk/community/ipause/>

- Webinar on legal aspects of menopause inclusivity in the workplace, “reasonable adjustments” and employers’ obligations (in collaboration with IP Ability and Women in IP).
- Potentially facilitating “menopause champion” training for IP professionals, ideally beginning with one or two working group members who can then provide a webinar on the subject to the wider IP Inclusive community.
- LinkedIn and WhatsApp groups continue to generate supportive and enlightening conversations between IP professionals on issues relating to (peri)menopause.

### 5.5 IP Futures

- Sanam Habib stepped down as committee lead in late 2023 and now on maternity leave; succeeded by Fionnuala Richardson from Finnegan Europe.
- Met with Fionnuala in early March to discuss IP Futures’ 2024 plans and its involvement in wider projects such as allyship events and resources, our proposed EDI starter pack (see 8.2 below) and *Summer of IP* (3.2 above).
- March: newsletter call for new committee members.

### 5.6 IP Out

- February: “From Albert Square to Parliament Square”, a hybrid event hosted in London and online by Carpmaels & Ransford, with guest speaker Lord Cashman.
- January and March: website News and Features posts reporting on the November 2023 webinar about asexuality and the February event with Lord Cashman.
- Other events already being planned throughout 2024, including both social and educational.

### 5.7 Women in IP

- January: Tara Sarwal stepped down from the committee; new committee and focus group members being added to the Women in IP webpage.
- February: “Connected Bubbles” social events:
  - Simultaneous get-togethers for women in IP and their allies in five locations: Bath, Glasgow, London, Manchester and Southampton.
  - All well attended.
  - Discussions based loosely on the “hybrid working” theme, with an additional discussion in Bath in which two senior female IP professionals shared their thoughts on the sector’s approach to EDI and changes since they joined.
  - Venue and catering costs at least partly covered by donations from Boulton Wade Tennant, Burness Paull, Carpmaels & Ransford, Finnegan IP, Mewburn Ellis and our newest Charter signatory Script IP.
- March: series of LinkedIn posts to mark International Women’s Day, carrying interviews with senior female IP professionals about their career paths, their experiences on the EDI front and their thoughts on the 2024 #InspireInclusion theme.
  - Collated and published in a website News and Features post later in the month.

- March: informal online coffee date with discussions hosted by several individual volunteers, on the theme “Perfectionism – how can we escape the trap?”
- Plans progressing, through the main committee and focus groups, for a large annual event; activities to mark Mental Health Awareness Week in May; and the creation of a Women in IP mentoring scheme.
- See also the IPause work on (peri)menopause support (5.4 above).

## 6 Regional activities

### 6.1 Regional networks

- Scotland: January in-person event about the individual professional’s role in creating effective hybrid working arrangements, rescheduled from November 2023 and hosted by Marks & Clerk in Edinburgh.
- South West: committee plans to meet early in 2Q 2024 with a view to organising an event in late spring or early summer.

### 6.2 Regional survey

- Run from November 2023 to end of January 2024, to establish where our regional supporters are based; what they want from events outside London; preferred formats, locations and timings; and barriers to attending regional events.
- Results summarised in a March News and Features post.
- Manchester and Bristol/Bath were the most popular locations, closely followed by Birmingham, Sheffield and Cambridge.
- Event timing was a key concern, but with no consensus among respondents for a preferred time. Wednesday evenings however seemed the most popular.
- Seminars or panel discussions with an interesting speaker or relevant subject were the most popular type of event.
- Survey also yielded new organiser and host volunteers in some of the regions; details have been passed to the relevant networks for follow-up.

### 6.3 Regional events “roadshow”

- Anne and I continue to work on a programme of regional events, in particular on allyship and related themes, taking account of the survey results.
- The communities and regional networks will be involved, as appropriate for the chosen themes.
- Wherever feasible, the events will be hybrid and the key parts recorded.
- A first has already been organised in Cambridge in April, with tentative plans for a July event in Birmingham and another in Leeds: see 2 above.



## 7 Mental health and wellbeing

- January: “Procrastination Frustration!”, a webinar/workshop with Jonathan’s Voice about why we procrastinate, its pros and cons and how to tackle it.
- Other projects with Jonathan’s Voice:
  - January and February website News and Features posts reporting on the December 2023 “Exploring anxiety” webinar and the January 2024 one about procrastination, plus a reproduction of a report from the *CIPA Journal* of the November 2023 event on men’s mental health.
  - March webinar with LawCare (see below).
  - Joint session planned at CIPA’s Student Conference in April, looking at mental health issues for new starters to the patent profession, the value of support networks in reducing or preventing problems, the importance of allyship, and the support available from IP Inclusive and elsewhere.
  - Webinars planned for April (to mark Stress Awareness Month) about “workable ranges” and managing our individual resilience to stress, and May (to mark Mental Health Awareness Week) about mindfulness and its use in combating anxiety.
  - Planning further events (including one in June) on men’s mental wellbeing, with opportunities for networking and discussion.
- February: website News and Features post to mark Eating Disorders Awareness Week (see 5.3 above).
- March: “The power of reverse mentoring”, a joint webinar with Jonathan’s Voice and LawCare about the use of reverse mentoring to improve understanding and inclusivity, and in turn wellbeing, at all levels of an organisation.
- March: met with mental wellbeing professionals Illuminate VR to discuss potential mental health-related projects for our senior leaders’ think tank and for trainee IP professionals.
- IPause activities (see 5.4 above) also likely to have value in improving mental wellbeing in the IP professions.

## 8 Resources

### 8.1 General

- Published 4 new resources during 1Q 2024, all webinar recordings (some with associated resources such as speaker slides and workbooks).
- Also published 7 website News and Features posts featuring practical tips and supporting resources from IP Inclusive events.
- Further posts provided content relating to the impact of ethnic background on career progression; workplace inclusivity for people with eating disorders; mental wellbeing; and allyship for disabled people, LGBTQ+ people and women.

## 8.2 EDI “starter pack”

- Helen has begun work on a resource pack to introduce basic EDI concepts, allyship and IP Inclusive to newly-joined IP professionals.
  - Will be based on input from HR professionals in IP sector organisations, IP Futures, the IP Inclusive Advisory Board and the CIPA Informals.
  - To include signposts to useful EDI-related information and resources.
  - Will be designed to fit into employers’ existing induction materials.
- Hope to launch the pack in 3Q 2024, and to promote it at the CIPA student induction day in November (see 10.2 below).

## 9 Operational

### 9.1 IPIM

- January: 2023 Annual Report and Financial Report published<sup>2</sup>.
- February: IPIM liability insurance renewed; no change to level of cover.
- Meetings held on 5 February and 25 March:
  - February meeting discussed, among other things, the IPIM membership term and succession planning for officer roles and for desirable skill sets.
  - March meeting discussed IPIM finances and fundraising options, also planned for the April annual meeting and an intended in-person meeting in May to discuss higher level strategic issues.
- Meetings also scheduled for June, September and November 2024.
- Updated Registers of Interests published 22 February and 26 March<sup>3</sup>.

### 9.2 Advisory Board

- Meeting held on 24 January:
  - Discussed succession planning and provided advice for IPIM on better support for regional activities.
- Also in January:
  - Josh McLennon stepped down as Secretary; succeeded by Sally Bannan. He remains as an ordinary Board member.
  - Carol Arnold remains in post as Chair.
  - Julie Barrett, Liz Dawson and Beatriz San Martin stepped down from the Board.
  - Total membership now 23.
- February and March: basic survey gathered individual Board members’ current (non-binding) thoughts on renewing their 3-year membership terms later this year.

<sup>2</sup> See <https://ipinclusive.org.uk/newsandfeatures/our-2023-annual-report/>

<sup>3</sup> See <https://ipinclusive.org.uk/ip-inclusive-management/> and <https://ipinclusive.org.uk/the-ip-inclusive-management-team/>

## 9.3 Executive staff

### 9.3.1 Lead Executive Officer (LEO)

- Work done during 1Q 2024 included in particular:
  - Completing and publishing the 2023 Annual Report.
  - Managing and supporting our employees (see 9.3.2 below).
  - Overseeing the IPIM finances, including fundraising and the transition to a new bank account (9.5 below).
  - Overseeing preparations for the 2024 *Summer of IP* campaign (3.2 above); conversion of the (peri)menopause support group to an IP Inclusive community (5.4 above); and follow-up on the men’s mental wellbeing project (7 above).
  - Preparing for the 2024 annual meeting.
  - Allyship work with Anne, Helen and the communities (2 above).
  - Taking part in and/or managing miscellaneous events, including for the communities and for mental wellbeing-related projects.
  - Meetings with IP Inclusive stakeholders, including the community leaders’ get-together (5.1 above); the senior leaders’ think tank meeting and January “Pledge Prattle” session (10.1 below); and meetings with CIPA Council (10.2 below) and IPReg (10.3 below), as well as with potential new stakeholders.
  - Overseeing the creation of new events, including regional allyship-based events (2 above), mental wellbeing-related webinars (7 above) and events with IP Inclusive partners Focal Point on tackling sexual harassment in the workplace (10.2 below).
  - Preparing for talks at forthcoming third party events (10.2 below).

### 9.3.2 Executive support

- Anne Burgato and Helen Smith continue to provide valuable assistance to the LEO and to many other parts of the IP Inclusive community.
- Both support ongoing IP Inclusive activities, and are particularly closely involved with our fortnightly newsletter, *Summer of IP*, regional activities and events, and the intended EDI “starter pack” and allyship guidelines.
- Anne also handles most of IP Inclusive’s administrative and financial issues.
- 6-month reviews held for both in March.
  - Positive feedback all round.
  - In particular, flexible working arrangements are functioning well for all three of us.
- Anne, Helen and I plan to meet in-person at the annual meeting in April and have scheduled a staff meeting for immediately afterwards; this will also be an opportunity for them to meet IP Inclusive volunteers, Charter signatories and other stakeholders.

### 9.3.3 Intern

- February: interviewed and appointed our 2024 intern, who will be funded by Clifford Chance under their LIFT scheme.

- Jessica Anderson will join us from 3 to 28 June inclusive and will help with promoting and coordinating *Summer of IP* activities (see 3.2 above) as well as with other more general IP Inclusive comms.
- As for our previous LIFT interns, Jessica will work virtually from her own office.

#### 9.3.4 General

- The whole team (Anne, Helen and I) undertook basic training on digital accessibility from Chris Naylor at Bnode (speaker at a 2023 IP Ability and CIPA webinar).
  - Chris provided two 2-hour sessions online and an accompanying slide set.
  - The training was extremely valuable and is already being put into effect in the content and comms we create.
  - Also hope to seek Chris’s input on the new Careers in Ideas website (see 3.4 above) to maximise its accessibility for disabled and neurodivergent users.
- See also 3.2 above regarding additional voluntary help with the *Summer of IP* campaign.

#### 9.4 Websites and social media

- Major work on a new Careers in Ideas website: see 3.4 above.
- 15 News and Features posts published on the IP Inclusive website during 1Q 2024, including IP Inclusive news, formal documents such as reports and meeting minutes, event reports, guest blogs and comment.
- No news posts on the Careers in Ideas website during the same period, partly due to the pending site rebuild.
- 4 items added to our website resources page in 1Q 2024 (8.1 above).
- IP Inclusive company page on LinkedIn (<https://www.linkedin.com/company/98183780/>), established in July 2023, now has 913 followers (compared to 649 on 2 January 2024).
  - Continues to generate a good level of activity (shares, likes, etc – plus tags from other organisations’ posts).
  - Our newsletters are published on the page as well as via the Mailchimp mailing lists.

#### 9.5 Financial

- Bank account balance at 31 March 2024 = £42,307.61.
  - £13,000 of this is a ring-fenced contingency fund.
- Fundraising campaign, to cover our 2023-24 activities, launched in August:
  - Targeted reminders sent in January to Charter signatories who had donated last year but not this; yielded a further £2,760.
  - £49,175.55 of the £88,000 target raised by the end of 1Q 2024.
    - Of this, £290.55 was from individual donations via the JustGiving page.
    - Further large donations from key IP Inclusive stakeholders expected in April.
  - In addition, £3,300 donated specifically towards the Women in IP “Connected Bubbles” events (see 5.7 above) and additional funds from IPReg to allow expansion of the Careers in Ideas Mentoring Hub (3.3 above).

- “We’ve donated!” and “I’ve donated!” logos created and circulated to all donors for use in social media and other corporate comms.
- Key expenditure during 1Q 2024 included:
  - Salaries (including pension contributions): £6,924.78
  - Lead Executive Officer fees and expenses: £8,308.84 (of which travel expenses = £58.84)
  - Accountants’ fees for preparation of last year’s financial reports and ongoing payroll and Xero subscriptions: £1,216.80
  - Operational items (renewal of insurance, SurveyMonkey subscription and data protection registration): £703.84
  - Executive team training on digital accessibility (see 9.3.4 above): £300
  - New IP Inclusive “ally” badges: £571.65
  - Venue and catering costs for the “Connected Bubbles” events, all of which were covered by ring-fenced donations: £2,975.71
- New RBS “community” bank account officially opened on 1 March.
  - Still chasing all the necessary online banking permissions and activations.
  - Once received, we will begin transferring funds and payment systems from the existing Lloyds account, which will ultimately be closed.
  - New account provides free banking and debit cards for the three IPIM officers, none of which we have with the Lloyds account.
  - Our thanks to the CITMA executive team, who in the meantime continue to administer IPIM’s bank account, for their patience during the lengthy transfer process.

## 9.6 Other

- February: ICO data protection fee paid for 2024.
- March: Ionos email storage increased.
- March: SurveyMonkey account renewed.
- March: Zoom Pro account renewed
  - I pay for this account but make it available for IP Inclusive business as well as my own.
- Plans progressing for the 16 April 2024 annual meeting, which as usual will include updates from the IP Inclusive communities and networks plus breakout discussions on our future priorities and plans.
  - Meeting open to all UK-based IP professionals; representatives from key IP sector organisations have been personally invited.
- During 2Q 2024 the 2023-25 business plan will be reviewed and a fresh budget prepared for 2024-25, based on stakeholder input at the annual meeting and Advisory Board recommendations.

## 10 Other activities during 1Q 2024

### 10.1 Senior leaders' diversity think tank

- January: seventh Pledge Prattle on EDI accreditation schemes.
- February: plenary think tank meeting to discuss EDI data gathering, in particular the approaches of CIPA, CITMA, IP Federation members, IPReg and the IPO, with initial discussions about a potential sector-wide template EDI survey and guidelines.

### 10.2 External publications and events

- February: attended a CIPA Council meeting to provide an update on IP Inclusive's activities, in particular Careers in Ideas and *Summer of IP 2024*.
  - CIPA keen to work more closely together on careers outreach and awareness-raising.
  - At the meeting I was formally conferred Honorary Membership of the institute.
- February: free CITMA webinar, "Out in the office", open to all IP Inclusive supporters and advertised on our website events page; this was run to mark LGBT+ History Month.
- February: article about allyship in the February 2024 *CITMA Review* (see 2 above).
- Continue to contribute monthly IP Inclusive updates for the *CIPA Journal*.
- Invited to speak at several future CIPA events:
  - April student conference (joint session with Jonathan's Voice: 7 above).
  - Edinburgh regional meeting in May and Manchester meeting in June; the theme at both will be allyship.
  - November student induction day, with an introduction to IP Inclusive; hope to use this to help promote our EDI starter pack (8.2 above).
- March: working with IP Inclusive partners Focal Point on a webinar and follow-up workshop about the Worker Protection Act 2023 and tackling sexual and other forms of harassment at work, in particular through effective allyship.
- See also our work around mental wellbeing with Jonathan's Voice and LawCare (7 above).

### 10.3 Lobbying and influence

- March: attended part of IPReg's monthly "Regulatory Forum" with the Chief Executives of IPReg, CIPA and CITMA, the Presidents of CIPA and CITMA and the IPReg Chair.
  - Provided an update on IP Inclusive's activities and discussed future collaborations.
  - Atmosphere very supportive.

Andrea Brewster  
IP Inclusive Lead Executive Officer  
4 April 2024