

# IPIM meeting

## 5 April 2022:

### Action minutes

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**IP INCLUSIVE**

Working for diversity and inclusion in IP

(Meeting convened via Zoom)

Present: Michael Silverleaf (Chair) Andrea Brewster (Lead Executive Officer), Alicia Chantrey, Julie Dunnett, Gordon Harris (Treasurer), James St Ville

Apologies: Julia Florence (Secretary)

#### Register of interests

**Actions:**

- Michael to send Andrea details of a new appointment to add to his entry
- All to keep under review and update as necessary

#### Lead Executive Officer's quarterly report 1Q 2022

**Actions:**

- Andrea to update her draft report to take account of other IPIM members' comments and publish on the website

#### Annual meeting plans

Michael will chair the formal part of the meeting. James and Michael volunteered to act as breakout room facilitators, as did Julie and Gordon if needed. Several Advisory Board members have also volunteered; it was felt this would be a good way for the Board to gather feedback from the wider IP Inclusive community, which in turn would inform their future guidance for IPIM.

**Actions:**

- Andrea to continue to manage preparations for the meeting and to send Michael a briefing note for the formal part
- James to invite his Law Society contacts

#### IP Federation

**Actions:**

- Julie and Gordon to arrange an invitation for Andrea to meet with the IP Federation's D&I working group

#### Intern

With assistance from Carol Arnold (former IPIM Secretary, now Advisory Board member), Andrea interviewed and has appointed one of the three shortlisted candidates to the "LIFT" intern position funded by Clifford Chance. The candidate indicated that if all goes well, they might be interested in continuing to support IP Inclusive as a volunteer after the internship. There might also be a possibility of appointing them as an IP Inclusive-funded intern for a period afterwards; this will be kept under review.

IPIM approved up to three hours' extra chargeable work by Andrea for each of the four weeks of the internship, for supervising the intern.

**Actions:**

- Andrea to liaise with the intern and Clifford Chance about start date and job description

## **Impact survey**

Andrea has begun analysing the results of the Charter signatories' survey. They seem encouraging and will certainly yield sufficient for a basic 2021-22 impact report. She may ask the intern to help with the analysis and report preparation, depending on timings.

**Actions:** - **Andrea to progress analysis of the impact survey and preparation of an impact report**

## **The IP & ME volunteers' directory**

Michael, James and Andrea will meet with the directory working group on 11 April to discuss the project's progress and the directory branding.