Guidebook for IPIC Committee Chairs & Vice-Chairs

Intellectual Property Institute of Canada

Guidebook for IPIC Committee Chairs & Vice-Chairs

Contents

COMMITTEES

Intellectual Property
Institute of Canada

Types of Committees

With the help of its 25 Committees divided into various areas of expertise, IPIC engages with government, elected officials, courts and global IP groups, advocates for the interests of the Canadian IP Profession, develops and delivers high quality training programs and webinars, promotes awareness of the value of IP and publishes quality publications while providing unmatched services to its members.

IPIC Committees function on a two-year cycle. To foster productive collaboration, discussion, and participation most IPIC Committees have a limit of 30 participants per committee and each member can participate in a maximum of 2 committees per cycle.

IPIC Committees are divided into various areas of expertise:

Communications & Services

These Committees help IPIC to provide high member engagement programs, high quality communications, or improve IPIC stewardship. They deliver quality publications, information and services to IPIC members (i.e. CIPR, blog and website).

Government Relations

These committees support IPIC efforts to ensure that the interests of the Canadian IP profession are considered in relevant legislation, regulation, policies, and international treaties. They prepare submissions to government and participate in IPIC's advocacy efforts.

Education

Education Committees help develop and deliver high quality training to our members so they can achieve the highest standards throughout their careers. They prepare content for the Annual Conference, find speakers for courses and webinars and research new delivery methods.

Advisory Groups

These Committees advise IPIC and the Board of Directors on issues related to their mandate. Most take part in the bi-annual Committee renewals and Chair rotation. The exception is the Intervention Committee which has a separate Board approved term of reference.

Communications & Services

Centennial Committee

The committee will be responsible for developing plans and programs in preparation for celebrating IPIC's upcoming 100-year anniversary at the 2026 Annual Conference.
This will include organizing a re-publication/re-print with updated forward for Robert Mitchell's book: *History of the Patent and Trade Mark Profession in Canada.*

Communications Committee

The committee is responsible for staying up to date on IP matters in the media and identifying opportunities for appropriate response from IPIC, for example within op-eds, on the IPIC News section etc. The committee is also responsible to source and provide content for IPIC's Unscr**IP**ted blog, including articles on relevant and interesting IP topics, white papers, Q&As, committee profiles, member profiles, etc., approximately 2 per month.

Editorial Board of the CIPR

The Editorial Board of the Canadian Intellectual Property Review (CIPR) is responsible soliciting newsworthy items of potential interest to members, promoting the opportunity for inclusion in CIPR and encouraging members to submit articles and notes to CIPR. The Editor- in-Chief serves as Chair of the Committee, the Associate Editor servers as Vice- Chair and other members of the committee serve as reviewers for submissions to CIPR, reviewers for each article or note are chosen based on their area of specialization/expertise. The Editor-in-Chief and Associate Editor are also responsible for assisting in the publication and review process when CIPR goes to print.

Insurance

The mandate of the Insurance Committee of the IPIC is threefold. First, it is to monitor the Errors & Omissions insurance coverage program offered to members to ensure the broadest coverage at the lowest cost. Second, the Committee, in association with the relevant insurance companies and brokers, provides information and education with respect to Errors & Omissions insurance issues. Third, the Committee oversees the IPIC's internal insurance coverage for its directors, officers, committee members and property.

Public Awareness

This committee will initiate activities, including some with partners, aimed at small and medium business, universities, and any other group which can be targeted to provide a basic understanding of IP,

its benefits and why to use an IP professional. Members of the committee will be involved in the development of the speakers database to identify expert speakers for various events.

Government Relations

Anti-counterfeiting Committee

The mandate of this committee is to contribute to the development and implementation of anticounterfeiting policy and programs in Canada and its borders.

Copyright Committee

The committee monitors and provides feedback on potential improvements to Canadian copyright law that reflect the practical knowledge of the IP professional community in Canada. The Copyright Committee also serves as a platform for debate amongst members of our Institute who represent various interests of the copyright community. If a consensus is reached on a particular topic, the committee will advocate copyright reform in areas desired by the Institute and its members. When there is not a consensus, it will report to the IPIC Board on the various points of view.

Industrial Design Committee

The committee reviews all proposals and makes recommendations to amend policy which may affect the substantive industrial design system in Canada and monitors industrial design practice with a view to identifying facets of industrial design policy in need of reform. To keep all members informed of developments within the areas of Industrial Design, especially those related to interactions with CIPO, the committee will also be responsible for providing quarterly updates to be featured in IPIC's IP Newsbreak and within IPIC's UnscrIPted blog.

Internet & Technology Committee

The committee monitors the law and practice relating to intellectual property protection of computer-related technology as well as initiatives concerning domain names and trademarks on the internet. The committee develops recommendations and evaluates proposals for enactment of new laws and regulations, interpretation of existing policy, and current developments in case law in order to make recommendations to the IPIC Board.

IP Trade Policy Committee

The IP Trade Policy Committee has the responsibility of examining and providing the Canadian government with feedback on IP provisions of prospective international trade agreements and

subsequent legislation. This includes amendments and re-negotiation of existing trade agreements, and feedback on Canadian internal trade agreements.

Litigation Committee

This committee examines the law, practice and procedure respecting intellectual property litigation. The Committee also provides case summaries for IPIC's Unscr**IP**ted blog

Patent Committee

This committee monitors proposed amendments to the Patent Act and Patent Rules and any other policy relating to patents including PCT matters and life sciences-related subject matter, and to suggest desirable amendments of the Act and Rules and other patent-related legislation. The committee is also charged with monitoring developments in patent law harmonization and practice issues within CIPO and/or WIPO. It also monitors international patent policy issues identifying areas for Canadian policy reform to keep pace with the international community. To keep all members informed of developments within the areas of Patents, especially those related to interactions with CIPO, the committee will also be responsible for providing quarterly updates to be featured in IPIC's IP Newsbreak and within IPIC's Unscr**IP**ted blog.

Trademark Committee

The mandate of this committee is to monitor proposed amendments of the Trademarks Act and Trademark Regulations and any other policy relating to trademarks, and to suggest desirable amendments of the Act and Regulations. This committee is also charged with monitoring developments in trademark law and practice within CIPO and/or WIPO. It also monitors international trademark policy issues to identify areas for Canadian policy reform to keep pace with the international community. To keep all members informed of developments within the areas of Trademarks, especially those related to interactions with CIPO, the committee will also be responsible for providing quarterly updates to be featured in IPIC's IP Newsbreak and within IPIC's Unscr**IP**ted blog.

Education

Conference Committee

The mandate of this committee is to prepare the educational program of the Annual Conference. Work includes determining the conference theme and session topics as well as selecting speakers. Members of this committee can also act as moderators during conference sessions.

Continuing Professional Development Committee

The committee develops educational programs offered in webinar and interactive workshop formats. These programs provide the profession with continuing education on emerging areas of practice, substantive law, ethics & professionalism, practice management, and education at more advanced level of IP practice. It leads the yearly Patent and Trademark Case Law Review series.

Patent Administrators Committee

The committee develops educational curriculum for patent assistants, paralegals and clerks leading to the professional designation of Certified Canadian Patent Administrator (CCPA) upon successfully passing the exam. The committee sets the certification exam and develops continuing education for the CCPAs.

Patent Agent Training Committee

The Committee is responsible for the Patent Agent Training Course and the Patent Agent Tutorials. These courses are designed to enhance the patent agent trainees' level of knowledge and skills and to assist trainees in passing the Patent Agent Qualifying Examination. The Committee reviews and updates course content and helps find instructors and tutors for both offerings. Members of this Committee must be licensed by the College of Patent Agents and Trademark Agents.

Trademark Administrators Committee

The committee develops educational curriculum for trademark assistants, paralegals and clerks leading to the professional designation of Certified Canadian Trademark Administrator (CCTA) upon successfully passing the exam. The committee sets the certification exam and develops continuing education for the CCTAs.

Trademark Agent Training Committee

The Committee is responsible for the Trademark Agent Exam Prep Course, the Trademark Agent Training Course and the Trademark Agent Tutorials. The Exam Prep Course and the Tutorials are designed to assist trademark agent trainees in passing the Trademark Agent Qualifying Examination and to enhance their level of knowledge and skills. The TM Agent Training Course offers on-demand online continuing education for trademark agents. The Committee reviews and updates course content and helps find instructors and tutors. Members of this Committee must be licensed by the College of Patent Agents and Trademark Agents.

Advisory Groups

Foundation

The Patent and Trademark Institute Educational Foundation (PTIEF) is a registered charity. Its objective is to encourage education and scholarship in the IP field. The Foundation currently awards prizes for the students achieving the highest marks in the Patent Agent and Trademark Agent exams each year. The trustees of the wish to expand the role of the Foundation and to increase the capacity of the Foundation to provide financial support to worthwhile educational activities in the IP field. The mandate of the committee will be to develop and execute a fundraising strategy.

Indigenous IP Committee

The Committee's mandate is to monitor and consider the relationship between indigenous rights and intellectual property protection in Canada and elsewhere. The Committee expects to be involved in educating and informing members about the relationship between indigenous rights and IP, including through the dissemination of written resources, assistance with the development of CPD programs, and outreach to experts in the area, both domestically and abroad. The Committee further anticipates monitoring and identifying the development of issues involving the interface between indigenous rights and IP, and where appropriate, making recommendations on positions to be taken with respect to such issues as they may impact Canadian IP laws.

Intervention

The Intervention Committee is designated by the IPIC Board. Its members are appointed by the Board, as per IPIC's intervention policy. The Intervention Committee is responsible for the following activities: monitor or identify judicial and administrative decisions which involve significant issues of law or practice which affect intellectual property; make recommendations to IPIC regarding matters in which IPIC may want to intervene; review and evaluate requests for intervention; where a request for intervention has been approved: supervise Intervention Counsel on all cases where IPIC intervention is sought; develop and approve all submissions made before the Court by the Intervention Counsel; and provide status reports to the Board on all cases where IPIC intervention is sought.

Professional Regulation Committee

The purpose of this committee is to advise the Board on matters relating to regulation of the profession.

Emerging Leader Committee

The Emerging Leaders Committee is open to members (excluding Fellows) who have been in practice for less than ten years. The mandate of the Committee is to serve the interests of intellectual property practitioners with less than ten years in experience in IP and students including providing professional development and networking opportunities, and outreach.

Equity Diversity & Inclusion

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion in the IP profession. Ensuring that these essential principles are integrated into IPICs policies, programs, and practices.

- This committee will develop educational opportunities/webinars/sessions focused on EDI throughout the year
- This committee is also responsible for assisting with the development of materials for various EDI related celebrations or days of note ex. International Women's Day, Black History Month,

Communities

Communities are groups of members with a common professional interest. They can be based on: issues, practice profiles, region – or any topic that meets member needs. Structured differently than Committees, Communities do not have an assigned Board Liaison or have a limit in members.

In-house Practitioners

The In-house Practitioners Community are IP professionals working for corporations who gather together to share knowledge, raise issues and discuss topics related to in-house practice.

Licensing

The Licensing Community is made up of intellectual property professionals who deal with matters relating to licenses or waivers of IP. They network, share knowledge, and discuss issues related to the practice of licensing.

Mediators and Arbitrators

The Mediators and Arbitrators Community's goal is to provide a forum to network with other professionals in the practice of mediation and arbitration on IP related matters. The Community also looks for opportunities to promote awareness of the benefits of greater use of alternative dispute resolution (ADR) in resolving IP disputes in Canada, and to provide education.

Sole and Small Practice

The Sole and Small Practice Community meets to discuss developments in IP law and small practice management issues. They also network and share knowledge that helps to support others in the management of a small IP practice in Canada. They may also discuss issues related to copyright, industrial design, patents and trademarks, as they arise.

Women in IP

The Women in IP Community (also known as WING) hosts networking events, webinars and seminars with a focus on education and leadership opportunities for women IP professionals. They raise awareness of the strides women have made, and continue to make, in IP.

Emerging Leaders Networking Group

IPIC Community that provides opportunities to get involved, learn, and network with others. All emerging leaders (those with less than 10 years of experience in IP), and student members, are encouraged to participate. Networking events for the community will be organized by *IPIC's Emerging Leaders Committee (ELC)* and will provide an opportunity for members beyond the ELC to participate in

these activities. Joining the **Emerging Leaders Networking Group** will also provide those who wish to learn more about the role and initiatives of IPIC's active ELC the opportunity to do so.

Trademark Administration

The Trademark Administration community provides participants with opportunities to share knowledge of the administration of trademarks, discuss trends in the profession, exchange information on career paths, identify needs for education, and raise timely issues. The community can develop projects and hold virtual events if interest is expressed. IPIC members who hold the Certified Canadian Trademark Administrator (CCTA) designation, those who are enrolled in CCTA courses and those who contribute to the CCTA program will find this community relevant. Participation is open to all members with an interest in the administration of trademarks.

Patent Administration

The Patent Administration community provides participants with opportunities to share knowledge of the administration of patents, discuss trends in the profession, exchange information on career paths, identify needs for education, and raise timely issues. The community can develop projects and hold virtual events if interest is expressed. IPIC members who hold the Certified Canadian Patent Administrator (CCPA) designation, those who are enrolled in CCPA courses and those who contribute to the CCPA program will find this community relevant. Participation is open to all members with an interest in the administration of patents.

IPIC Policy on Communities

I want to create a Community, what should I do?

- Designate a facilitator (for a one-year term - renewable)
- Write a request supported by 10 members (template available at ipic.ca/cmte-cmty)
- Include in the request a description of the topic of the group, an anticipated timeframe (short-term or on-going) and a proposed plan of activity and/or discussions

What benefits do Communities provide to IPIC members?

- the opportunity to network with other IP professionals with a similar interest or expertise
- a space to explore issues and learn from your peers
- the opportunity to exchange thoughts, ideas or develop experience on a particular topic

What type of support does IPIC provide to Communities?

- promotion of their group to IPIC members
- logistical support
- facilitate electronic communication (e-mail distribution, LinkedIn groups or online discussion forums)

What are the responsibilities of the Community's Facilitator?

- maintain communications within the group
- Schedule regular meetings or calls with interested members of the Community
- Disseminate news or information related to the Community's area of interest

IPIC Organization Chart

IPIC Members

President and Chair of the Board
Vice-President
Secretary
Treasurer
Past President
4 Directors

23 committees that support the objectives as defined by the Board in the Strategic Plan

CEO
Director of Education
Director of Stakeholder Relations and EDI
Director of Communications and Member Services
Manager of Education and Events
Member Services Officer
Education Officer
Communications Officer

- Board
- Committee
- IPIC Staff
- Members

IPIC Committee Chair Role

The role of Chair is to lead Committee members towards an achievable goal as set out by the Board of Directors or by IPIC staff. This, however, does not mean that Chairs are responsible for completing all tasks. The Chair's role is to identify what needs to be completed by the Committee, assign members to projects, provide guidance and support when needed and review projects before they are finalized by the Committee and sent to the Board of Directors or IPIC staff for implementation.

Committee Chairs are vital in creating a collegial environment, where members feel comfortable to actively participate and enjoy taking part in discussions. It's important that everyone on the Committee enjoys participating in calls and on various projects.

Chairs are asked to:

- Set the tone for the Committee and encourage participation.
- In collaboration with the Board of Directors, Board Liaison and Staff Liaison, establish goals for coming months/year as required.
- Serve as Committee Chair for a term of 2 years and ensure that the Vice-Chair will be prepared to take on the role of Chair upon completion of term.
- Liaise with the Vice-Chair, Committee members, Board Liaison, CEO, the Board of Directors and staff as required.
- Schedule regular Committee meetings/conference calls.
- Designate a member (or ask for a volunteer) to record the minutes of the meeting (see "Minutes" tab).
    - Ensure members follow-up on assigned tasks. Consider maintaining a list of action items.
- Respond to urgent issues as per the Board's request.
    - For example, IPIC is often asked to respond/consult on various issues pertaining to IP, many of which are time-sensitive. A Committee conference call should be immediately set up to discuss the issue and come up with the Committee's response for the Board of Directors.
- When a Committee Chair or member(s) becomes aware of a potential new project, formal/informal discussions taking place and/or consultations on IP issues by government (federal or provincial) or other organizations they should make the CEO and the Board of Directors aware of this as soon as possible. The sooner IPIC is made aware, the more lead time IPIC and its Committees will have to work on such issues.

- When a Committee is asked to consult on a government submission, it is important that the Chair inform the CEO and the Board Liaison whether the consultation includes issues that fall outside of the Committee's mandate, and whether other Committees should be asked to consult as well. Summarize/review Committee's response and/or recommendations to a request received from the Board of Directors.

- Make routine decisions that do not require discussion by the Committee.

- Report periodically to the Board of Directors on Committee activities.

- Ensure the Committee's Board Liaison is updated regularly on Committee initiatives and relevant activities in order that he/she is able to update the Board of Directors as required.

- Provide Jesse Auguste (Director of Communications and Member Services jauguste@ipic.ca) with any relevant information regarding Committee initiatives and/or activities for publishing in the IP Newsbreak or on Twitter.

- Invite and respond to members' feedback and/or suggestions regarding their experience on the Committee.

- If possible, attend the meeting of the Board of Directors with Committee Chairs and Vice-Chairs at IPIC's Annual Conference.

IPIC Committee Vice-Chair Role

The role of Vice-Chair is to assist facilitation and coordination of Committee activities on behalf of the Chair. Vice-Chairs play a vital role in ensuring that the Chair is creating a collegial environment for Committee members, where they feel comfortable to actively participate in meetings and discussions.

Vice-Chairs are asked to:

- Assist and/or replace Chair in scheduling regular Committee meetings/conference calls and in preparing agenda, ensuring meeting minutes are recorded and other duties as required.
- If the Chair is unavailable, respond to urgent issues as per the Board of Director's request.
- Vice-Chairs may be asked to lead sub-Committees to work on projects, to participate in discussions with CIPO and IPIC staff and other activities. Vice-Chairs should learn to assume the roles of the Chair.
- Summarize/review Committee's response and/or recommendations to a request received from the Board when the Chair is unavailable.
- Assist the Chair in making routine decisions that do not require discussion by the Committee.
- Assist the Chair with periodical reports to the Board on Committee activities.
- If possible, attend the meeting of the Board of Directors with Committee Chairs and Vice-Chairs at IPIC's Annual Conference.

Board Liaison Duties

Board Liaisons are Board members or IPIC staff who are appointed annually to the Committee. Board Liaisons act as the link between Committees and the Board of Directors. Staff who sit as Board Liaisons are the link between Committees, the CEO and the Board of Directors. Board liaisons should be copied on all Committee correspondence. They do not need to attend all meetings.

Board Liaison duties may include:

- Ensuring that Committee requests and recommendations are communicated on a timely basis to the Board for decision-making and that Board decisions are communicated to the Committee.
- Liaising with Chairs of appointed IPIC Committees to ensure that submissions/completed projects are received on time by IPIC, allowing for the Board and/or staff ample time to review in advance of deadlines for submission/publication.
- Reviewing and approving, with the Chair and Vice-Chair, the list of applicants for the Committee, as well as additions or removals to the Committee during the year. Ensuring that Vice-Chairs will be trained by Chairs and communicating with Chairs to ensure the Vice-Chairs will be ready to become Chairs.

IPIC staff are appointed to Committees provide them with background information on issues, history, statistics and advice on IPIC policies, budget, project planning and implementation, government relations and other relevant information. Staff Liaisons do not need to attend all Committee meetings. However, they may attend meetings of Government Relations Committees as observers. It is important to copy the Committee's Staff Liaison on all circulated information e-mails with important information, and to keep staff apprised of changes to Committee membership/contact info.

If no name is provided in your portal for a Board or Staff Liaison, you may contact the CEO.

Staff Liaison duties may include:

- Assisting Government Relations Committees with submissions to government, setting deadlines and requirements for deliverables, and managing the review process and formatting.
- Playing an active role within Education, Communications and Services Committees and being responsible for programs, publications or services offered.

Decision-making Authority

The Board of Directors has legal decision-making authority (including financial decisions) for IPIC as mandated by the members, the law and IPIC's by-law.

The Board of Directors delegates some of this authority and related responsibilities to the CEO to achieve its goals: the CEO is accountable to the Board.

The CEO assigns responsibilities and delegates some decision-making authority to the other members of the staff.

The work of the Committees is to help the Board of Directors and IPIC staff to achieve IPIC's objectives on behalf of the membership. The work done by Committee members is accountable to the Board; however, there is no delegated authority for financial matters.

Committees may make recommendations that have a financial impact; however, ultimately, final decisions rest with the Board of Directors or IPIC staff depending on the nature of the decision.

The Board and Staff Liaisons are the link between Committees and the Board of Directors or the CEO. Please keep them in the loop.

Committee Members' Role

Committee members are asked to respect the following guidelines:

Participation during Meetings

- Attend all meetings.
- Prepare for each meeting by reading the agenda, past minutes (if applicable) and any accompanying material provided by the Chair and Vice-Chair.
- Dial in on time, and attend for the full duration of the meeting.
- Prepare to provide regular contributions to the meetings by sharing your thoughts and opinions.
- Be respectful of other Committee members' opinions. Suggest alternative solutions rather than simply oppose an initiative.
- Help to foster a positive and safe working environment for yourself and your Committee members.

Participation between Meetings

- Complete all tasks assigned on time.
- Keep the lines of communication open with the members of your Committee.
- Suggest items that could be included on the next meeting's agenda.
- Offer constructive feedback to the Chair and your Committee members.
- Raise concerns (if any) with your Committee Chair or the Board Liaison.

CHAIRING

Tips on Chairing an IPIC Committee

These tips were inspired from past interviews with IPIC Committee Chairs and the following books:

- *The Guide to Better Meetings for Directors of Non-Profit Organizations*, Eli Mina, Canadian Society of Association Executives, 2000
- *The Complete Handbook of Business Meetings*, Eli Mina, American Management Association, 2000

Committee's Mandate

Ensure members are aware of the Committee's mandate and what falls within it. It is important that a Committee Chair is not only reactive to requests from the Board of Directors, but proactive as well.

Committee Portal

A Committee Portal is accessible to you and your Committee members to facilitate document-sharing and communication. Your Committee Portal can be located here.

In your portal, you have access to: conference call numbers and moderator code, a list of up-to-date Committee members (downloadable in an excel format), a discussion forum and a document-sharing section where you can post minutes or background documents. You can choose to communicate to your members via e-mail or through the Committee Portal.

Schedule Regular Meetings

Make it as easy as possible for people to participate – schedule regular conference calls as opposed to face-to-face meetings. It is up to Chairs and Vice-Chairs to determine the number of calls held annually for their Committees. IPIC has set up a permanent dial-in number and passcode with Pragmatic for your Committee. To keep things simple, you may want to consider scheduling meetings on the same date and time every month (or however often), taking into consideration different time zones for members.

Plan the Agenda

Include all items (topics, goals and expected outcomes) to be covered at the meeting. It is important to not to try to accomplish too much during one teleconference/meeting, but rather, to focus on the most important objectives or outcomes required. A second meeting should be scheduled if needed.

Tips on Chairing an IPIC Committee

Encourage members to submit, in advance, relevant items they would like discussed. Ensure that the agenda, conference call information and all relevant reports and information are circulated to members one week prior to the meeting. To encourage members to read circulated information prior to the meeting, the Chair can follow-up with a brief e-mail commenting on the circulated report/information, which will remind members to read the material if they have not done so already.

Start the Meeting on Time and Keep It on Track

It is important that the Chair arrives and begins the meeting on time and keeps the meeting on track to ensure that it ends on time as well.

Prior to the meeting, the Chair should assess the importance of each agenda item and allow for appropriate time for discussion. If one issue begins to dominate the discussion, not allowing for other agenda items to be discussed, the Chair should suggest that either a decision be made right away, or that further discussion be included on the agenda of the next meeting.

Members should identify themselves as they join the conference call, as well as when they would like to speak during the meeting. If more than one person would like to speak on an issue at the same time, the Chair should inform members as to the order of who will speak first and who will follow.

The Chair should invite member's ideas or suggest options on how to deal with unresolved issues or issues requiring further discussion or work.

Briefly Review the Agenda

Before starting a discussion on the first item, the Chair should briefly review the agenda, and ask members if there are additional items to be discussed, ensuring time for these items at the end. The Chair should provide brief background information, if required, prior to discussion of an agenda item, as well as explain what the expected outcome(s) should be or whether a decision or action is required at this time.

Ensure All Members Have the Opportunity to Participate

Most members join a Committee because they have an interest in the particular area or Committee's mandate, and they want to participate in the Committee's work. Therefore, it is important for the Chair to have members "buy into" the Committee's projects. All members

should be encouraged to express their points of view. Balance is required, especially if there are members who continually seem to dominate a discussion. In order to encourage members who

are not as outspoken, a Chair may prompt them with a question or invite their comment on a particular point/issue.

If a Committee is working on several projects at once, it may be more productive to delegate the work to Subcommittees, having one member take ownership of each subcommittee. This member would be responsible for reporting back to the Chair as to the subcommittee's progress.

The Chair should encourage members who are not in agreement with a decision to suggest an alternative option(s). Positive language and alternatives should always be encouraged.

Facilitate the Decision-Making Process

It is important that the Chair listens to the discussion, encourages members to listen to one another, encourages creative thinking, clarifies any missed points or questions members may have, encourages members to give their views and ideas by prompting with questions, and ends the discussion on a particular item by summarizing all points to ensure members have a clear understanding and what action is required or has been agreed to.

It is important for a Chair to facilitate the decision-making process without imposing their own views or ideas on the Committee.

Facilitate Closure and Follow-Up

The Chair assigns follow-up actions and ensures the decisions/follow-up actions are recorded in the minutes. The Chair may consider preparing an Action List to be circulated to members immediately following the meeting. This list should include the agenda item, action required, who is responsible for completing the task, and the required timeline.

The Chair should thank Committee members for their participation and continued work before the meeting adjourns.

The Chair ensures that the minutes are circulated to members in a timely manner in order that members are reminded of their assigned tasks.

The Chair ensures that members follow-up on assigned actions.

Focus on a Few Large Projects at a Time

The Chair should not become overly ambitious on what a Committee is expected to accomplish at a given time. It is important that members are able to see what the Committee is expected to accomplish, as well as what has been accomplished.

It is important to keep members' interests alive in the Committee – do not let extended periods of time go by without communicating with members, especially if members have been assigned tasks.

Encourage members to use resources they have available to them, for example, when appropriate, inviting colleagues' views/comments on an issue.

Given members' busy schedules and professional commitments, a conference call should not exceed one hour. If additional time is required, a follow-up meeting should be scheduled in the near future.

Motivating Committee Members

Chairs should make it clear that they value their members' contributions.

Some junior members that are new to IPIC and to Committee work may be intimidated or not feel they can add value by actively participating in discussions: in these cases, assigning a specific task to that person has been a good way for members to "get their feet wet".

Asking relatively inactive members to collect and collate comments is another way for members to become more active in Committees: some shy members appreciate being assigned certain tasks that give them the opportunity to step up.

The Chair should not become overly ambitious on what a Committee is expected to accomplish at a given time. It is important that members are able to see what the Committee is expected to accomplish, as well as what has been accomplished.

It is important to keep members' interests alive in the Committee – do not let extended periods of time go by without communicating with members, especially if members have been assigned tasks.

It is important for a Chair to look at project timelines and ensure that such timelines are manageable given members' work commitments, etc. This may not always be possible, for example, when responding to a request from government. However, as much as possible, members should be comfortable with proposed timelines.

Encourage members to use resources they have available to them, for example, when appropriate, inviting colleagues' views/comments on an issue.

It is important to invite members' feedback regarding their experience on being on a Committee.

Funding may be available on a project-basis upon approval from the IPIC Board of Directors, with priority assigned to projects that advance IPIC's objectives.

If the Committee needs to make other expenses or foresees requiring reimbursement for any reason, please contact your Staff Liaison for approval before proceeding.

Committee Meetings

Conference Calls

When a Committee conference call is organized, please use Pragmatic Conferencing Services. The IPIC office has setup a permanent dial-in number and passcode for your Committee. IPIC receives the invoices directly. You can view the conferencing information in your Committee Portal on the IPIC website. If the number does not appear in your Committee Portal, please call the IPIC office at 613-234-0516 to obtain your numbers.

Virtual Meetings

When holding your Committee meeting on a video conferencing platform please consider the following:

- Make sure all members know how to use the videoconferencing platform. Offer tutorials or the option to log-in early for those unfamiliar with the tool you are using.
- Not all members may be comfortable being on camera. Please let your Committee members know ahead of time the options available to them to participate with audio only.
- Some members in rural areas may have a slow internet connection and will prefer to log-in over the phone. Zoom and GoToMeeting offer phone numbers for participants to dial-in. Please share those numbers with your Committee members along with the links to access the call.

RECORDING
MINUTES

Intellectual Property
Institute of Canada

Minutes

Committees may have different approaches to taking minutes, depending on the style and nature of the Committee.

For IPIC Committees, there is no legal obligation to maintain minutes and no need for their formal adoption. However, minutes are a valuable tool to help ensure every Committee member has the same understanding and will allow those who missed the meeting to stay involved.

Minutes are useful as a record of the Committee decision-making process in case of the need for Board review (particularly for government relations Committees). Other Committees, such as education and communications Committees, may find minutes useful for recording action items or to record practices that future Committee members and Chairs could refer to. Minutes should be an accurate summary of the discussion and/or decisions made during a Committee meeting. Minutes should be objective and be a summary of the discussion which took place, as well as the thought process that led the Committee to a decision. Ordinarily, there is no need to include what was said by individual members or to include their names. Only differing points of view should be included in the minutes. Where minutes include both discussion and action items, consider a separate Action Items list.

- Make minutes easy to read – have them logically laid out and be visually appealing.
- The date of the next meeting and adjournment time should be recorded in the minutes.
- The Committee Chair should review the minutes for accuracy, spelling and grammar.
- The minutes should be circulated to Committee members in a timely manner, as appropriate to ensure the smooth operation of the Committee.
- To allow adequate time to prepare, a volunteer or member should be asked in advance or at the beginning of the meeting to be the minute-taker.
- Minutes should be posted in your Committee Portal located in the member-section of the IPIC website. Members of your Committee will be notified that something has been added to the website.

COMMITTEE ROTATION

Intellectual Property
Institute of Canada

Call for Committee Membership

Review of Committee Mandates
• New Committees?
• End Committees?

Invitation to join committees sent to IPIC members

Members select up to 4 committees they would like to join; members will be assigned to a maximum of 2 committees

Receive applications, compile, and contact returning members who have forgotten to fill out form

Review list and approve jointly with board liaison

Review lists for those who have more than 2 choices

Final list to committee chair

Confirmation to members

Hold a meeting shortly thereafter

Board
Chair
IPIC Staff
Members

Recruitment

The call for Committee membership occurs every 2 years with recruitment beginning in the summer and mandates beginning in the fall (timed with the Annual Conference). All members interested in joining one or two Committees must fill out an online application form including members who currently sit on IPIC Committees. Staff then produces lists of the intended memberships that are sent to Chairs and Board Liaisons. Chairs and Board Liaisons review the lists and indicate if there are any glaring issues with the draft Committee list. Please be sure to respond to IPIC staff with your decisions within the deadlines provided, as IPIC staff may need to make final adjustments after the lists have been received.

Chairs and Vice-Chairs need not reapply unless they wish to join additional Committees or other positions such as becoming a member of the Board of Directors.

Please keep IPIC staff informed of all changes to the Committee and contact information to ensure that IPIC's databases are kept up-to-date.

When new Committee members have been selected, it is customary for the Chair to send a welcome message. Suggested wording is provided as follows:

Dear Members of the _____ Committee,

Thank you for joining this Committee and offering to share your expertise. The Committee's Vice-Chair, _____, and I look forward to working with you over the next two years and hearing your views as we work together on projects.

Our Committee will function via e-mail (or through the Committee Portal) and teleconferences. I will be in touch within the next few weeks to set up our first Committee meeting.

In the meantime, please do not hesitate to contact me should you have questions about the Committee.

Sincerely,

_____, Chair

Depending on the nature of your Committee, you may want to discuss ideas for Committee projects during the first meeting.

Committee Chair Rotation Process

Committee Chairs rotate every 2 years ensuring that IPIC members will have opportunities for leadership and professional development and that Committees will consistently have renewed energy and the benefit of different perspectives.

In general, a member first serves as Vice-Chair of a Committee for 18-24 months. The Vice-Chair will become the Chair at the end of this term and will serve as Chair for another 2 years.

It is the responsibility of the Chair to prepare the Vice-Chair to assume this role. If the Chair believes the Vice-Chair is not ready to take over, the Chair should let the Board Liaison know. In special circumstances, for example, if the Committee is in the midst of a special project, the Board of Directors may decide to extend the term of the Chair.

The usual timeline for Chair rotation is as follows:

- Within the first 6 months of the Chair's term, the Chair will propose one or more candidates for Vice-Chair to the Board for approval. (Chairs should not ask the Vice-Chair in advance of approval being granted.)

- Board Liaisons will check in with Chairs one year into their terms to ensure that Vice-Chairs are being trained, and 6 months before the end of term, Board Liaisons will help decide whether Vice-Chairs are ready to assume the roles of Chair.

- Former Committee Chairs are welcome to stay on the same Committees as members, Chair another Committee or ad hoc Committee, or once more becoming Chair of the same Committee in the future. Other opportunities include joining the Board of Directors, exam boards and becoming an instructor.

- Committee changeover normally happens at the time of IPIC's Annual Conference. When the Vice-Chair assumes the role of Chair, it is also customary for the outgoing Chair to send an e-mail to inform the Committee and introduce the new Chair.

Nominations Guidelines for IPIC Chairs and Vice-Chairs

IPIC's committees

With the help of its 25 Committees divided into various areas of expertise, IPIC engages with government, elected officials, courts and global IP groups, advocates for the interests of the Canadian IP Profession, develops and delivers high quality training programs and webinars, promotes awareness of the value of IP and publishes quality publications while providing unmatched services to its members.

Equity, Diversity & Inclusion

IPIC's Committees are its lifeblood with membership being exclusive to IPIC members. IPIC strives to reflect Equity, Diversity and Inclusion in its selection of Chairs and Vice-Chairs which reflect both the diversity of the IP profession and the Canadian population. Factors that are considered include: expertise, gender, race, ethnicity, geography, practice, size of firm.

Roles of a Committee Chair and Vice-Chair

Effective planning is the primary goal of Committee Chairs and Vice-Chairs. The IPIC Board will provide the Committee with a mandate and specific duties, the Committee Chair must keep the Institute's purpose, mission and strategic direction in mind as the Committee pursues its course.

The Committee Chair must carefully plan an agenda and send it out to the Committee members in sufficient time for Committee members to attend the meeting and to participate thoughtfully. Careful preparation on the Committee Chair's part will streamline the Committee's work.

Guidelines for Selection of Committee Chairs and Vice- Chairs

Committee Chairs and Vice-Chairs will comprise a broad, experienced, competent and inclusive representation of the membership of the Institute and provide able leadership to the Committee.

Committee Chair Rotation Process

Due consideration is given to the following guidelines when nominating persons for the role of Chair or Vice-Chair:

1. only persons of demonstrated competence shall be considered;

2. consideration shall be given to past involvement in the affairs of the Institute;

3. consideration shall be given to:

    a. lawyers and non-lawyers;

    b. patent and trademark agents;

    c. representatives from industry, private practice, and different sizes of firms;

    d. geographic location; and

    e. promoting equity, diversity and inclusion.

COMMUNICATIONS

Intellectual Property
Institute of Canada

Creating Webinars

Chairs and Vice-Chairs are encouraged to offer webinars allowing all members of IPIC and the public to benefit from their expertise. Webinars may also serve to increase awareness of the Committee and its activities to the membership and may aid with recruitment efforts to attract new Committee members in the future.

Webinars are great Committee projects are they have set start and end dates and produce visible results.

IPIC suggests that Committee members act as panel moderators, and when possible, suggests the inclusion of presenters external to the Committee to bring a diverse set of views, knowledge and expertise to the webinar. Please visit this link to download the webinar proposal form. Completed forms should be sent to the attention of Anne-Josée Delcorde, IPIC's Director of Education, at ajdelcorde@ipic.ca.

Articles on Committee Activities

Articles are a great way to keep all members apprised of developments in the profession. Many of the specialized issues that Committees deal with may be outside of the expertise of other members who practice in different areas (for example, a trademark agent may be unfamiliar with a new chapter of MOPOP or a patent agent may not be familiar with changes to Section 45 proceedings).

Committees are invited to submit articles for both the weekly IP Newsbreak and UnscrIPted (IPIC's blog). Articles for the IP Newsbreak should be a maximum of 300 words in length, and full-length articles for the blog should be a maximum of 700 words. Articles may be submitted in English or in French. All articles will be translated.

Chairs and Vice-Chairs may wish to write articles themselves or delegate this activity to one or more members of the Committee. Alternatively, Chairs and Vice-Chairs have the option to be interviewed by a member of the Communications Committee who will then write the article.

Potential topics could include:

- Providing practice tips
- Explaining an issue or offering an update on developments
- Giving a briefing on the work of the Committee, meetings/events or a member profile

Committee members who are interested in writing longer, more in-depth articles are encouraged to submit articles for the Canadian Intellectual Property Review (CIPR). The CIPR Editorial Board welcomes both short pieces (2,000 to 5,000 words) that may be included in the Notes section. The maximum length of articles, including references, is 20,000 words. Articles may be submitted in French or English. Each article should be accompanied by a 150-word abstract. All submissions undergo a double-blind review process: the reviewers are not given the authors' identities and the identities of the reviewers are shielded from the authors. Additionally, articles submitted must be original and must not have been previously published elsewhere.

For more information or to submit articles to the IP Newsbreak, UnscrIPted or to the CIPR, please contact Jesse August at jauguste@ipic.ca.
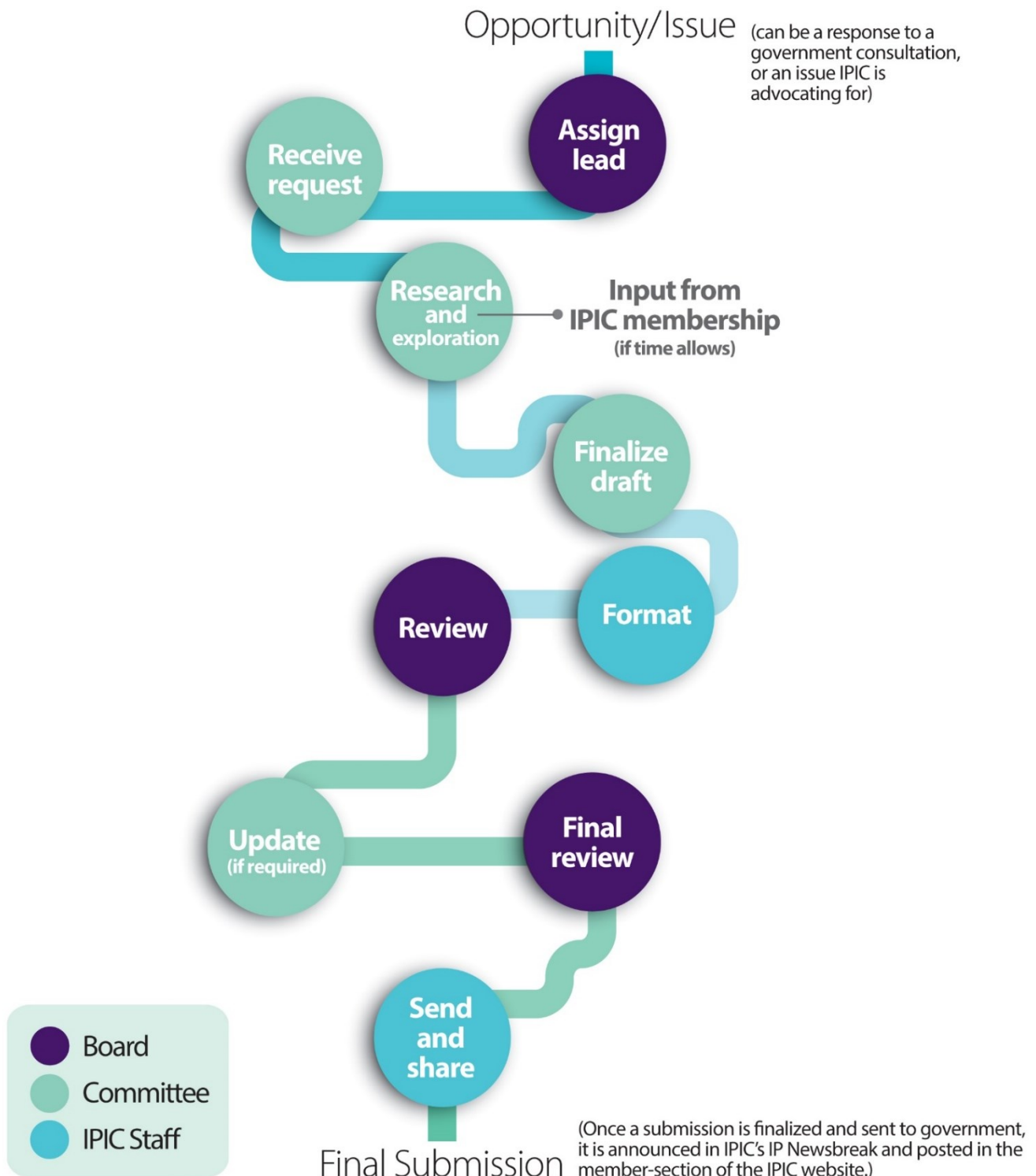
Chairs and Vice-Chairs are invited to provide draft content for social media to IPIC when their Committee is working on a project or an initiative that can be of interest to other members or the public. Please send all suggestions to Jesse Auguste, Director of Communications and Member Services at jauguste@ipic.ca.

ADVOCACY

Intellectual Property
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Process for Making a Submission to Government

Opportunity/Issue (can be a response to a government consultation, or an issue IPIC is advocating for)

Assign lead

Receive request

Research and exploration — Input from IPIC membership (if time allows)

Finalize draft

Review

Format

Update (if required)

Final review

Send and share

Board
Committee
IPIC Staff

Final Submission (Once a submission is finalized and sent to government, it is announced in IPIC's IP Newsbreak and posted in the member-section of the IPIC website.)

On occasion IPIC Committees will be responsible for drafting submissions on behalf of IPIC to the Government. Please draft your submissions as written from IPIC's perspective and for the intended audience to be the government (not as a report to the Board). Please prepare submissions in the form of stand-alone documents (as opposed to letters). Staff will prepare accompanying cover letters if required.

All submissions in response to consultations to CIPO or any other governing body are reviewed by the Board of Directors and are sent under the President and Chair of the Board's signature. Committees will be recognized for their work within the submission, in the IP Newsbreak and in the submission database.

We recommend that the Chair organize a conference call with the Committee to discuss submissions, as experience has shown that this is the best way to get input from Committee members. The meeting can be planned to give enough notice for people to think about the issues and still leave adequate time for drafting a response. Chairs may wish to hold two calls: one to plan the division of the workload, and another to discuss the first draft and then make changes.

When beginning a project, some Chairs may find it helpful to first identify the key issues, while others will start by asking people to provide comments or divide tasks into Subcommittees. Get your Committee members involved: assign tasks, hold conference calls, and ask for comments.

All Committee members should have a chance to see the draft before it is sent to the Board of Directors. Chairs should make it clear that the review process is not a vote, but rather, an opportunity to discuss other points of view in order to ensure the submission is representative of the views of the members of IPIC.

The Board of Directors trusts Chairs to make final determinations if there are conflicting viewpoints: in some cases it may be more appropriate to take a unified stance, while in others, presenting multiple points of view may be the preferred choice. If there are conflicting views, Chairs must apprise the Board of Directors of this either within the submission itself or via e-mail to their Board Liaison or to the CEO.

Submissions should be sent in a Word format (permitting the Board of Directors to edit it) to the CEO and the Committee's Board Liaison when completed. Please refer to the IPIC submission style guide (found in this guidebook). For the Board consideration please include an executive summary or a list of recommendations at the top of the document where possible in government submissions and note whether any issues in the submission that were contentious among the Committee during discussions, or if the Committee Chair felt may be contentious with the IPIC membership.

The Board Liaison or IPIC staff will send the final version of submissions to the Board of Directors. Please circulate the final versions with all Committee members. Chairs may also highlight the contributions of specific individuals if that is appropriate.

Checklist for Making a Submission to Government

Before Starting a Review for Submission to Government   Yes (✔) or No (✖)

1. Has permission been given from the Board of Directors or the CEO?	

Preparing the Submission   Yes (✔) or No (✖)

1. Has the Committee studied the relevant consultation documents (if applicable) as well as related regulations and laws in English and French and then determined an appropriate work plan?	
2. Has the Board Liaison member been copied on all correspondence?	
3. Has the final draft been submitted to the CEO?	
4. Have Committee members been asked whether there might be a potential conflict of interest?	
5. Were differing viewpoints addressed and discussed? If applicable, did the Committee consider comments received from other IPIC members?	
6. If anyone on the Committee has concerns about the government submission, have these been resolved through discussion with the Board Liaison and/or Staff Liaison/CEO?	

Content/Style   Yes (✔) or No (✖)

1. Does the submission meet the formatting requirements outlined in the IPIC Style Guide?	
2. Have all case references and quotations been properly cited?	
3. Balance and Tone: Are the substantive points:	
• Technically accurate?	
• Intellectually honest?	
• Balanced and representative of members' views?	
• Practical to implement? Are alternatives presented?	

Submitting to the Board   Yes (✔) or No (✘)

1. Has a "summary of recommendations" page (in the order the recommendations appear within the submission) been included as the first page after the Title Page on IPIC government submissions? (see example on pages 48-49)	
2. Has a very short (2-3 sentence) summary of the main concern the Committee wants addressed with the regulation been included?	
3. Are there any issues that were difficult to get a consensus among the Committee?	
• If yes, very briefly (a few sentences) provide information important for the Board's consideration in approving the submission.	
4. Are there any issues in the draft regulation or the resulting submission that the Committee feels could be contentious within the membership?	
• If yes, very briefly (a few sentences) provide information important for the Board's consideration in approving the submission.	

NOTE: If the response to any of the above is "no," Committee Chairs must discuss the potential issue(s) with the Committee's Board Liaison or the CEO.

IPIC Writing Style Guidelines

Italicize the names of court cases and acts.

Please use "IPIC" and "CIPO", not "the IPIC" or "the CIPO".

When writing "Québec", please include the accent.

Please write "website" as one word (not two).

"Vice-President", not "Vice-president" or "Vice President".

For submissions to government:

Submissions are normally single spaced, aligned left (not justified) with one space inserted between paragraphs.

Please use only one space after a period.

A standard introductory paragraph and concluding sentence is generally used for most submissions to government (see next page in guidebook).

For government submissions, use Calibri 12pt font for the text and Calibri Light for headers. Contact your staff liaison for the submission template if you wish to draft your submission in the template directly.

Unless requested otherwise, write all submissions as though they were going straight to the government, not as a letter or report to the Board of Directors. This means the use of appropriate language and phrases such as "IPIC recommends" and not "the Committee recommends".

Template for Submissions: Summary of Recommendations Introduction and Conclusion

All IPIC submissions should include a Summary of Recommendations (in the order the recommendations appear within the submission) as the first page after the title page.

Example of a summary of recommendations:

Recommendation 1: We recommend that the Government of Canada implement a First Patent Program or patent incentive program similar to Quebec's Passeport Innovation, to cover both

the initial searching and establishment of an IP strategy, and the drafting and filing of at least a first patent application on an invention.

Recommendation 2: We recommend that the Government of Canada stimulus program directed to Canadian SMEs provide funds for Brand Protection Strategy to cover costs associated with clearance searches and trademark applications.

Recommendation 3: IPIC would like to see legislation or policy mandating that all federal government subsidies and research grants must earmark a small percentage of the funds to be used on IP strategic advice and professional services to ensure our public investments in Canadian innovations are protected and commercialized by Canadian companies.

The following standard introduction and conclusion should be used for all submissions, with only the name of the government department / institution, name of consultation, and name of Committees involved being changed.

Example of a standard introduction:

The Intellectual Property Institute of Canada (IPIC) is the professional association of patent agents, trademark agents and lawyers practicing in all areas of intellectual property law. Our membership totals over 1700 individuals, consisting of practitioners in law firms and agencies of all sizes, sole practitioners, in-house corporate intellectual property professionals, government personnel, and academics. Our members' clients include virtually all Canadian businesses, universities and other institutions that have an interest in intellectual property (e.g., patents, trademarks, copyrights, and industrial designs) in Canada or elsewhere, as well as foreign companies that hold intellectual property rights in Canada.

IPIC is pleased to respond to the request by the Canadian Intellectual Property Office (CIPO) for comments on the proposed Rules Amending the *Patent Rules* as published in Canada Gazette Part I, Vol. 144, No. 40 on October 2, 2010. This submission was prepared by the Patent Legislation Committee and by the Climate Change Group of the Emerging Issues Committee and was reviewed, edited and approved by IPIC's Board of Directors.

Example of a standard conclusion:

Thank you again for the opportunity to comment on the proposed *Rules Amending the Patent Rules*. We would be pleased to review any of these points in more detail with CIPO and look forward to future discussions on this initiative.

If we may be of further assistance, please do not hesitate to contact our CEO.

CONTACTS

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Institute of Canada

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