

PROTOCOL TO ASSIST PRESIDENTS OF NATIONAL AND REGIONAL GROUPS IN THE PERFORMANCE OF THEIR AND THEIR GROUPS' DUTIES WITHIN AIPPI

1. Introduction

The purpose of this protocol is to provide an outline of what the Bureau of AIPPI considers 'good practice' for Group Presidents to adopt in the running of their National or Regional Groups. Its primary objective is to assist Presidents in fulfilling their role in promoting the objectives of AIPPI. Thus the protocol is not seeking to impose a set of rules as such, and local conditions may require different approaches on specific issues. However, the Bureau believes that a National or Regional Group is unlikely to be very effective unless Presidents can ensure that they and their Groups perform within the general framework of this Protocol.

2. Primary link

Presidents are the key point of contact between the Bureau (as the Managing Board of the international organisation) and individual Members of AIPPI, the vast majority of whom have joined AIPPI through National or Regional Groups. It is therefore essential that Presidents ensure that within their Group there is an efficient system for:-

- 2.1 Keeping members of their Group informed about relevant communications from the Bureau of AIPPI; and
- 2.2 Responding promptly to requests from the Bureau for information and/or assistance.

3. Governmental and national organisations

According to Article 2.2 of the Statutes AIPPI is to pursue its objects, *inter alia*, by:-

'making representations to governments and intergovernmental bodies, as well as to national, regional, and international organisations.'

Although Article 8.6 of the Statutes gives the Bureau responsibility for conducting AIPPI's external relations, it is in practice difficult, if not impossible, for the Bureau itself directly to influence national governments or organisations. For this reason Presidents are urged to:-

- 3.1 Develop and maintain contacts with their national government organisations which are responsible for intellectual property matters;

- 3.2 Keep those contacts informed on a regular basis about AIPPI's activities of relevance to them. This is particularly important in the context of the Resolutions passed at EXCO's and Congresses; and
- 3.3 Develop and maintain similar contacts with any other organisations with an interest in intellectual property issues. These will vary from one country or region to another, but might include the local lawyers' associations, industry groups and the like.

4. **Duties personal to Presidents**

It is suggested that while much of the internal organisation of Groups will be delegated by Presidents to their officers, the following are matters which Presidents will wish to undertake personally:-

- 4.1 Attend meetings of the Council of Presidents. However, if a President cannot attend, a deputy should be appointed to ensure that the National or Regional Group is represented;
- 4.2 Nominate (of course after consultation within the Group) Members of the Group for positions as Members of the Bureau, Officers of Working and Special Committees, and the like, in response to requests from the Secretariat for such nominations;
- 4.3 Suggest Questions for study by AIPPI. The Bureau and/or the Programme Committee will once a year invite such suggestions from all the Groups. Presidents will no doubt wish to consult with the Board or other governing body of their Group before putting forward suggested Questions.

5. **General responsibilities**

To be an influential international organisation AIPPI must be able to point to a large membership, which is widely spread internationally and representative of intellectual property practitioners and others in private and corporate firms. AIPPI must be recognised as a lively and influential organisation that people want to join. Group Presidents are urged to do all they can to make their Groups both lively and influential. They should:-

- 5.1 Encourage new Members to join their Group – the larger their membership, the greater their influence within AIPPI;
- 5.2 Hold regular meetings of their Group;
- 5.3 Consider arranging symposia to attract attendance from outside their country/region; and
- 5.4 Make an annual report to all Members of the Group on the Group's activities, decisions, etc.. A copy of the annual report should also be sent to the Secretariat of AIPPI.

6. **AIPPI Questions and Resolutions**

Particularly with the move to a two-year cycle of EXCO's and Congresses, it is important that everyone appreciates the need to produce well-worded Resolutions within the shortest possible time. To achieve the best results, Presidents should ensure that:-

- 6.1 Their Groups prepare and submit their group Reports on time;
- 6.2 Their Delegates for each Question have received a copy of the Protocol for Delegates;
- 6.3 Their delegates respond at once to the first and final draft Resolution and the draft Presentation circulated by the Chairman of the Working Committee;
- 6.4 They establish their Group position on each draft Resolution before it is debated in plenary session, and preferably appoint a Group spokesman; and
- 6.5 Once a Resolution is passed they communicate it, together with such background information as they consider necessary, to their governmental and other organisations, in accordance with para. 3 above.

7. **Handing over to successors**

It is vital to the efficient operation of National and Regional Groups and of AIPPI generally that continuity is maintained when a President of a Group hands over to a successor. The following are suggested guidelines:-

- 7.1 Presidents should plan for their succession by bringing forward potential candidates and ensuring that they acquire a wide experience of the activities of AIPPI and an understanding of what National and Regional Groups are expected to contribute to AIPPI.
- 7.2 The Bureau considers it highly desirable that Presidents create and maintain appropriate records of their activities in AIPPI and that these should be passed on to their successors, to enable them better to build on the achievements of their predecessors.
- 7.3 It is desirable that retiring Presidents should personally brief their successors on how to observe this Protocol and achieve the best results for their Group in its local activities and in its contribution to AIPPI internationally.

8. **Notification of change of Officers**

The Secretariat should be informed as soon as possible of any change in the executive officers of National or Regional Groups.