

## **AIPPI Diversity & Inclusion Bureau Advisory Committee**

### **Terms of Reference**

#### Scope of Work:

The Diversity & Inclusion Bureau Advisory Committee (D&I BAC) represents the diversity and inclusion interests of all members within AIPPI irrespective of National or Regional Group (NRG). The D&I BAC monitors, comments upon and advises the Bureau, in respect of matters affecting diversity and inclusion (D&I) of its members and on enhancing the value of AIPPI to the members.

The roles of the D&I BAC include the following:

- A. To monitor and advise the Bureau regarding diversity and inclusion legal rules and social practices around the world;
- B. To advise the Bureau regarding D&I issues within AIPPI raised by and/or affecting any AIPPI member;
- C. To follow, analyze and promote D&I in AIPPI Committee membership;
- D. To recommend to the Bureau D&I success stories to be promoted so as to promote awareness and inclusivity;
- E. To recommend to the Bureau possible D&I activities to be encouraged so as to promote awareness and inclusivity;
- F. To recommend to the Bureau ways to encourage and/or advise National Groups how to provide a more inclusive and safe environment at international and local events;
- G. To create educational material to help promote D&I efforts in the IP profession;
- H. To recommend to the Bureau which external organizations with which to collaborate on D&I issues and awards; and to create a network
- I. To conduct selected surveys in the interest, wishes or needs of members.
- J. To prepare and propose to the Bureau an AIPPI D&I Statement and Governance Rules, including a definition of the scope of D&I, e.g., gender, race, ethnicity, religion, LGBTQ+, disability, age, etc.

#### Appointment of members:

The Bureau appoints all members of the D&I BAC, including any member as Chair or Vice Chairs of the D&I BAC. A member of the Bureau assigned to this committee serves as Bureau ex-officio member of the D&I BAC. The D&I BAC may select a Secretary from among its members.

Only AIPPI members may be members of the D&I BAC. Members must be able to commit to being an active member of the D&I BAC. The composition of the D&I BAC shall give preference to all forms of membership diversity. Each National Group and each group of Independent Members may have a maximum of one member serving on the D&I BAC, but not exceeding the total of 20 members. Together, these criteria for appointment on the D&I BAC are referred to as commitment & diversity criteria.

There is one effective appointment date for all new members of the Bureau Advisory Committee for each calendar year. A person appointed to the D&I BAC after a Congress, but in the same year as that Congress, is deemed to have been appointed effective 1 January of the following year. A person appointed in the year of but prior to the annual Congress is deemed to have been appointed effective 1 January of the year of that Congress.

The appointment of any member of the D&I BAC, is for a term of two years from their effective appointment date, after which the member is automatically released from service. A member may be re-nominated by the Bureau, taking into consideration the member's length of service on the D&I BAC, the member's contribution to the work of the D&I BAC, and succession planning and opportunities creation for the broader members of AIPPI to serve on the D&I BAC.

Notwithstanding the above, the Bureau may at any time:

- A. remove or a member of the D&I BAC (including a member holding a D&I BAC Leadership position) at any time, the member no longer being a member of the D&I BAC once removed, based on any of the following factors:
  - (i) the commitment & diversity criteria;
  - (ii) inactivity or inability to fulfil relevant responsibilities as set out in the Terms of Reference;
  - (iii) any appearance of or actual conflict of interest;
  - (iv) other roles within AIPPI; or
- B. ask any member in a Leadership position to step down from that position based on the factors referred to in (a) above, the member in the Leadership position no longer being a member of the D&I BAC after having stepped down.

Any member of the D&I BAC may resign at any time for any reason by giving notice to the Bureau ex-officio member.

#### Leadership:

The Chair must involve all other members of the D&I BAC in the work of the committee, including by maintaining regular contact with members, and

convening such meetings (via video or telephone call) as are necessary or desirable to fulfil the Terms of Reference and the role and responsibilities set out in this protocol. As a minimum, the D&I BAC should meet (whether in person or via video or telephone call) four times per year.

The Chair must, following a request by the Bureau, submit a report describing the D&I BAC's activities the previous report, and the proposed work plan for the following year (Annual Report). The Chair must provide the Bureau with an Action plan for the D&I BAC setting out how the D&I BAC plans to achieve the objections set out in the roles of the D&I BAC Terms of Reference.

Vice-Chair(s) are the deputies to the Chair and together must support the Chair in their collective leadership roles and responsibilities. This includes: (a) substituting for the Chair (e.g. presenting on behalf of the D&I BAC); and (b) arranging and/or taking the minutes of any meeting of the D&I BAC.