



## POLICY ADVISORS POLICY

### INTRODUCTION

The IP Federation recognises and values the ongoing contributions made by many of its former member representatives, some of whom have previously continued to be part of the Federation as elected vice-presidents. The title of “vice-president” is now reserved for specific positions within the Federation and is therefore no longer available for other purposes. The Federation wishes to create a new class of associate to which former member representatives who continue to contribute to the ongoing work of the Federation may belong. This type of associate is called a “policy advisor”. This policy is intended to set out the principles by which the Federation selects and engages with its policy advisors.

### APPLICABILITY

This policy applies to:

- All representatives of member companies;
- All former representatives of member companies;
- All vice presidents, honorary fellows and associates; and
- All representatives of associate solicitor firms.

### POLICY

1. Council may invite any former member representative to become a policy advisor of the Federation at any time. An invitation to become a policy advisor is personal and may not be transferred to anyone else.
2. Policy advisors will receive all papers circulated for Council meetings and will automatically be invited to attend all Council meetings as an observer by virtue of their position as a policy advisor. Policy advisors will have no voting rights.
3. The president may exclude policy advisors from papers and discussions relating to the financial and general management and governance of the Federation or where the president deems such exclusion necessary.
4. Policy advisors will not be required to pay a membership fee.
5. Council may terminate a former member representative’s status as a policy advisor at any time.
6. A review of all current policy advisors will be carried out by Council at the Council meeting in November. Council may invite any current policy advisor to continue in that role.
7. The number of policy advisors may not exceed 20% of the number of member companies entitled to send a representative to the Council meeting at which the last review of current policy advisors was carried out.
8. In the event that a policy advisor undertakes an assignment which is carried out in the UK or Europe, that policy advisor shall be entitled to make a claim to the Federation in respect of the time spent carrying out that assignment. Assignments

to which this clause relates include drafting position papers and other documents, research and attending external meetings on behalf of the Federation. Attending Federation meetings and events is not included. Time spent travelling within the UK and Europe is not included. The amount which may be claimed per 4 hours (or part thereof) spent on the assignment will be set by Council from time to time.

9. In the event that a policy advisor attends an external meeting outside the UK or Europe on behalf of the Federation, that policy advisor shall be entitled to make a claim to the Federation in respect of the time spent travelling to/from and attending that meeting. The amount which may be claimed per half day (or part thereof) spent travelling to/from and attending the meeting will be set by Council from time to time.
10. The provisions set out in clauses 8 and 9 above shall be separate from and additional to any travel expenses incurred by the policy advisor.

## **IMPLEMENTATION**

This policy will come into effect on 8<sup>th</sup> July 2016.

Version 1 - Date of adoption by Council: 8 July 2016

Date of Last Review by Governance Committee: July 2018