

## PROTOCOL FOR AIPPI REPRESENTATIVES ENGAGED IN EXTERNAL REPRESENTATION

### 1. Background

- 1.1 One of the ways in which AIPPI pursues its objects is “making representations to governments and intergovernmental bodies, as well as to national, regional, and international organisations”<sup>1</sup> (*External Representation*).
- 1.2 External Representation is essential to maintaining and increasing AIPPI’s presence, visibility and influence, including by communicating AIPPI’s views. AIPPI strongly supports effective External Representation.

### 2. Purpose of this protocol

- 2.1 The purpose of this protocol is to provide guidance to members of AIPPI who are engaged in External Representation (*AIPPI Representatives*).
- 2.2 This protocol does not apply to attendance at AIPPI meetings.
- 2.3 Any role of the Bureau as set out in this protocol may be delegated by the Bureau to the Secretary General or the Reporter General or a member of those teams respectively.
- 2.4 This protocol will be published on AIPPI’s website. It may be amended from time to time. Any amendments will not take effect until published.

### 3. Types of External Representation

- 3.1 External Representation includes representing AIPPI:
  - (a) at the formal meetings of external organisations, for example, WIPO committee meetings and meetings of other GOs;
  - (b) at the meetings of other NGOs, for example where AIPPI is invited to attend the meetings of sister NGOs;
  - (c) at joint meetings between AIPPI and other NGOs;
  - (d) at periodic relationship meetings between AIPPI and GOs or NGOs, whether in the capacity of observer, active participant or invited speaker.

### 4. Bureau authorisation

- 4.1 Any External Representation must be authorised in advance by the Bureau.
- 4.2 The General Secretariat will attend to the administrative arrangements relating to any External Representation as set out below.

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<sup>1</sup> Article 2.3 Statutes of AIPPI.

## **5. Invitations to meetings**

- 5.1 Any invitation relating to External Representation received by an AIPPI member must promptly be provided to the General Secretariat (StandingCommittees@aippi.org).
- 5.2 The General Secretariat will inform the AIPPI member whether the Bureau wishes to provide an AIPPI Representative in relation to that External Representation.
- 5.3 The General Secretariat is responsible for investigating the availability of an appropriate AIPPI Representative for any External Representation.
- 5.4 In general, the General Secretariat will communicate with any external organisation in relation to any External Representation by an AIPPI Representative. In the event an AIPPI member communicates directly with the external organisation (whether or not an AIPPI Representative for this purpose), all communications should be copied to the General Secretariat.

## **6. Expenses**

- 6.1 The AIPPI Representative must propose in advance to the General Secretariat a budget of all expected expenses relating to any External Representation. It is AIPPI policy to keep costs to a minimum and any proposed budget must reflect this policy. The General Secretariat or the Bureau may inform the AIPPI Representative that the proposed budget must be adjusted.
- 6.2 In general, AIPPI will cover the costs directly relating to External Representation, including:
  - (a) registration fees;
  - (b) travelling costs (1<sup>st</sup> class train ticket; economy class air fare, in exceptional cases, business class airfares may be allowed);
  - (c) hotel expenses (room charge and breakfast).
  - (d) other expenses (eg meals, taxis, public transport) to a maximum of 100 CHF per day.
- 6.4 In general, the General Secretariat will:
  - (a) attend to any registration requirements on behalf of the AIPPI Representative; and
  - (b) in consultation with the AIPPI Representative, propose and if agreed book any flights and accommodation.
- 6.5 An AIPPI Representative may book any flights and accommodation themselves but in such case any reimbursement will be limited to the costs of the proposal by the General Secretariat under 6.3(b) above. In general, to the extent that an AIPPI Representative incurs any expenses directly relating to External Representation for which reimbursement is sought, they must endeavour to minimise such expenses (for example, booking in time to take advantage of special airfares and/or using low cost carriers where possible).

- 6.6 Any request for reimbursement must be submitted to the General Secretariat in the form required by the General Secretariat, accompanied by all corresponding invoices and receipts. Any expenses should be submitted in the currency in which they are incurred. Expenses incurred on a credit card should be submitted in the currency of the bank account to which they are debited.
- 6.7 The AIPPI Representative must indicate the currency of the account to which any reimbursement by AIPPI will be made. For expenses submitted in a currency other than that of the bank account, the exchange rate version applied by the General Secretariat will be the Interbank rate applicable on the date of the invoice or receipt relating to the expense.

## **7. Duties of AIPPI Representatives**

### *General*

- 7.1 AIPPI Representatives should attend any external meeting on the basis approved by the Bureau.
- 7.2 AIPPI Representatives should prepare a report relating to the External Representation. See further 9 below.
- 7.3 AIPPI Representatives should aim to develop and maintain relationships with senior individuals within the external organisation.
- 7.4 AIPPI Representatives should make recommendations to the Bureau on developing AIPPI's relationship with the organisation (for example through joint meetings or actions).
- 7.5 Unless specifically authorised by the Bureau, no AIPPI Representative may make any commitment to an external organisation on behalf of AIPPI.

### *Attendance at meetings*

- 7.6 AIPPI Representatives should familiarise themselves with the agenda and likely content of the meeting, and with any AIPPI positions likely to be relevant at such meeting.
- 7.7 AIPPI Representatives should promote AIPPI and its activities to attendees at the meeting.
- 7.8 AIPPI Representatives should take every opportunity to speak on behalf of AIPPI at the meeting. See further section 8 below.

## **8. Communicating AIPPI views**

- 8.1 AIPPI Representatives should observe the following when speaking on behalf of AIPPI in the course of any External Representation.
- (a) Where AIPPI has a formal position established by a Resolution, attention should be drawn to the Resolution and any statement on behalf of AIPPI should be consistent with the Resolution.

- (b) Where AIPPI has no formal position but a position consistent with a Resolution can be derived, any statement on behalf of AIPPI should express that position on the basis that it is consistent with an AIPPI Resolution.
- (c) Where:
  - (i) the AIPPI Representative is a member of a Standing Committee and AIPPI has no formal position but the relevant Standing Committee has studied the matter under consideration and expressed a position; and
  - (ii) such position has been endorsed by the Bureau,any statement on behalf of AIPPI should be consistent with that position and expressed to be the view of the relevant Standing Committee.
- (d) In other circumstances where AIPPI has no formal position, no AIPPI position should be communicated unless such position is authorised in advance by the Bureau.

8.2 An AIPPI Representative may not advance a view on behalf of AIPPI which is contrary to any Resolution.

8.3 Otherwise, an AIPPI Representative may speak on their own behalf but must make it clear that they are putting forward a personal view that may be of assistance, but is not intended to represent the position of AIPPI or to bind AIPPI in any way.

## **9. Reports**

9.1. To achieve reports in a consistent format, the AIPPI Representative should submit a report relating to any External Representation in the form set by the General Secretariat.

9.2 Reports on any External Representation must be submitted to the General Secretariat within one month of the External Representation.

9.3 Unless otherwise agreed with the Bureau, reports of External Representation will be published on AIPPI's website in order to inform AIPPI's members about the nature and extent of AIPPI's External Representation.

***Secretary General/Reporter General***

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