



EXECUTIVE DIRECTOR OF AIPPI JOB DESCRIPTION

BACKGROUND

The International Association for the Protection of Intellectual Property, generally known by its French abbreviation AIPPI, is the world's leading international non-governmental organisation (**NGO**) dedicated to the development and improvement of regimes for the protection of intellectual property (**IP**). It was formed shortly after the Paris Convention of 1883.

Today, AIPPI has around 8000 members representing more than 125 countries. Members are individuals or corporate bodies who are mainly organized in National and Regional Groups (**NRGs**). AIPPI currently has 70 NRGs and 118 independent members.

AIPPI is headquartered in Zurich, Switzerland.

AIPPI's WORK

AIPPI is a politically neutral, non-profit organisation. Its objective is to improve and promote the protection of IP on both an international and national level. This objective is pursued by working for the development, expansion and improvement of international and regional treaties and agreements, and national and regional laws relating to IP.

AIPPI serves as a global resource for information, opinion and advice about existing and proposed IP laws. In providing a forum for international discussion and thought leadership on subjects such as harmonisation and enforcement of IP rights, AIPPI provides a vehicle for broad dissemination of considered and expert views to benefit the informed development of IP systems world-wide.

AIPPI is a unique IP NGO in that its work covers all aspects of IP, its membership is open to any person or organisation interested in IP and it does not lobby for any particular professional or industry group. It is concerned with the improvement of IP systems for the benefit of all stakeholders in the field of IP.

AIPPI holds an annual meeting, referred to as the AIPPI World Congress (**Congress**). A meeting of the Executive Committee, consisting of delegates from the NRGs, is held at each Congress. Congresses are generally held in September/October at venues which reflect a balanced presence in all regions of the world and their relevance to IP.

At an international level, AIPPI's substantive legal work includes:

- annual studies of issues of topical concern to IP leading to the formulation of AIPPI positions in the form of Resolutions
- the work of its Standing Committees the terms of reference of which relate variously to a particular area of IP law or current and emerging areas relevant to IP
- the professional development programme run at Congresses.

Much of the work of AIPPI is conducted by various committees, consisting of volunteer AIPPI members.

GOVERNANCE AND MANAGEMENT

The governance and management of AIPPI is entrusted to a volunteer board of AIPPI members known as the Bureau. This comprises 10 voting members, each elected on a two-year cycle:

- Presidential team – President and 2 Vice Presidents
- Secretary General's Team – Secretary General (**SG**) and 2 Deputies
- Reporter General's Team – Reporter General (**RG**) and 2 Deputies
- Treasurer General (**TG**)

The Bureau is supplemented by a number of AIPPI members who are appointed as non-voting members who are Assistants to the SG and the RG. All members of the Bureau are experienced experts in varying aspects of IP.

The Secretary General is responsible for the administration and the organization of activities and meetings of the Association in cooperation with the Deputy Secretaries General.

The Reporter General is responsible for directing the studies and discussions of the Association and for reporting thereon in cooperation with the Deputy Reporters General.

The Treasurer General is responsible for the finances and the accounts of the Association, including budget preparation and control and monitoring of bookkeeping, auditing and financial administration.

The General Secretariat is located in Zurich. It provides the services required to support the international operations of AIPPI. In addition to supporting the Bureau, the General Secretariat staff also has responsibility for meeting planning, financial and membership administration, media, sponsorship, publications and IT. The staff includes in particular a Director of Events, an Office and Finance Manager, two RGT Coordinators and a Communications and Marketing Manager.

AIPPI's main sources of revenue are membership dues from its NRGs and income generated from its Congresses.

The continuing growth of AIPPI's activities and the growing prominence of IP world-wide led AIPPI to employ an Executive Director (**ED**) in 2015. We are currently seeking a successor for this position.

EXECUTIVE DIRECTOR – ROLE

The ED will report to the Secretary General, and shall assist the Secretary General with the fulfilment of his/her responsibilities as set out above.

To assist the Secretary General, the responsibilities and functions of the ED will be principally in the areas set out below. The scope of responsibilities may be adapted as necessary by the Secretary General as the experience of the ED, and his/her knowledge of AIPPI, its activities, members, national groups and areas of work, develops over time.

1. Management

(a) Strategic execution

AIPPI is currently acting on a Strategic Plan for the period 2021-2023. The ED will work under the supervision of the Bureau to assist the Bureau and NRGs, to achieve successful execution of the Strategic Plan. Amongst other initiatives, this will include executing:

- marketing and communications plans
- revenue generation strategies
- membership growth initiatives.

The Bureau will determine policies, general directions and objectives, and will have oversight of strategic execution and development within AIPPI. The role of the ED is to execute within the parameters set by the Bureau and focus on the operational implementation of the Bureau's objectives.

(b) Bureau and member support

A co-operative and collaborative management style is essential.

The ED will:

- as may be requested from time to time, operationally manage the GS to support the work of the Bureau, NRGs and AIPPI members that furthers the work and objectives of AIPPI
- aid the productive flow of communication between relevant bodies of AIPPI to facilitate open, efficient and effective communication and transfer of information
- co-ordinate closely between the relevant General Secretariat staff and the Secretary General, recognizing that some General Secretariat staff report directly to Bureau members on substantive topics
- report to the Bureau in a regular and timely manner relevant issues, developments and organizational actions.
- provide full support to the Bureau and the responsible members/committees in their working to maintain, develop and leverage relationships with relevant GOs, NGOs, industry bodies and other contacts to enhance the awareness of and opportunities for AIPPI, and the effectiveness of AIPPI's work
- communicate Bureau approved messages.

(c) AIPPI meetings

Organisation of Congresses is operationally the responsibility of the Director of Events, reporting to the ED and the Bureau.

The ED will provide support in the coordination of Congresses and other meetings as AIPPI continues to develop in these areas.

(d) Human resources

The ED will:

- be responsible for the efficient operation of the General Secretariat and supervision of its staff
- develop and retain a strong and cohesive General Secretariat team which supports AIPPI's strategic goals
- ensure job descriptions meet the evolving needs of AIPPI, regular performance evaluations are held, and appropriate human resource functions are in place.

(e) *Administration and IT project management*

The ED will be responsible for outsourced services such as day-to-day accounting, and legal. The ED will report to the TG in relation to accounting activities, as may be required from time to time.

IT enabled solutions (incl. AIPPI's website) for delivering value to members are quickly increasing in importance and are expected to be a special focus.

2. Finance

The ED will:

- work with the TG and Bureau in developing, administering and monitoring the annual budget
- develop and execute a Bureau-determined plan for approved sustainable income
- develop and maintain transparent and sound financial practice of the operation of the GS in line with industry best practice standards.

3. Membership engagement and building

NRGs and their effectiveness are key to the operation of AIPPI. The ED will assist the Bureau in identifying opportunities to increase membership and membership engagement in AIPPI's activities.

The ED also has an integral role in assisting the SGT in coordinating and communicating with:

- NRGs, in relation to the international activities of AIPPI; and
- the Bureau and others, in relation to NRG activities.

QUALIFICATIONS

AIPPI is an equal opportunity employer and does not discriminate on the basis of race, gender, religion or national origin. The position is a 80-100% position.

The ED will have demonstrable experience:

- of senior level leadership and management of personnel
- in fundraising and development for international organizations
- working in partnership with a Board of Directors (or like) and managing volunteer stakeholders, preferably from a number of locations
- in financial accounting, preferably with respect to non-profit organizations
- in developing and administering operational budgets
- in the management and motivation of people
- self-started initiatives that will improve efficiencies in all aspects of the operation of AIPPI
- dealing with associations, governments and agencies and the diplomacy required in dealing with international organizations.

The ED will also be:

- globally minded and stress-resistant with ability to work effectively across extremely diverse groups
- capable of being a key member of AIPPI's staff within the GS
- fluent in written and spoken English.

Preferably, the ED will also have:

- experience in a membership-based or professional networking organisation, an international NGO and/or a non-profit organization;
- experience in managing implementation and operations of IT-enabled solutions providing services to large user groups;
- knowledge of languages other than English
- some IP knowledge and experience.

LOCATION

Travel within and outside Europe is expected. Otherwise, the ED will be expected to be in regular interaction with the General Secretariat in Zurich.

COMPENSATION

The ED will be paid in Swiss francs in accordance with relevant experience. Five weeks of vacation will be allowed subject to avoiding conflict with AIPPI's annual meetings. Performance will be reviewed annually by the Bureau on the basis of stated criteria.

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