

PRIVATE & CONFIDENTIAL

## Candidate Brief



Intellectual Property Regulation Board

Joint Disciplinary Panel

Professional Members

Y0303TAA – Trade Mark Attorney

Y0303PAA – Patent Attorney

**April 2022**

**Managing Director**

Sarah Thewlis

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## Welcome from RT Hon Lord Smith - Chairman

Dear Candidate,

Thank you for your interest in the role of Professional Member on the Joint Disciplinary Panel for the IPReg. I hope this candidate brief gives you all the information you might need regarding the requirements of this role. You can also find more information about us on our website: <https://ipreg.org.uk/>.

The Joint Disciplinary Panel (“JDP”) comprises a pool of lay and professional members from whose number the Disciplinary Board will be formed. The Disciplinary Board hears complaints alleging breaches of IPReg’s Rules of Conduct and other regulatory arrangements. Allegations may be made against registered attorneys and other regulated persons including registered and licensed bodies and their managers and employees.

We are looking to appoint 3 Trade Mark Attorneys and 3 Patent Attorneys to the Joint Disciplinary Panel (“JDP”).

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief.

For a confidential conversation with Thewlis Graham Associates, who are supporting us with this recruitment, please contact Sarah Thewlis, Managing Director at: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). Sarah will be happy to discuss this opportunity with you.

Yours faithfully

RT Hon Lord Smith  
Chairman

## 2. About the Intellectual Property Regulation Board

We are the independent regulatory body for Patent and Trade Mark Attorneys.

The Intellectual Property Regulation Boards (IPReg) was set up in 2010 by the Chartered Institute of Patent Attorneys (CIPA) and the Chartered Institute of Trade Mark Attorneys (CITMA) to be the independent regulatory body for the Patent Attorney and Trade Mark Attorney professions.

CIPA and CITMA are Approved Regulators under the Legal Services Act 2007, and in 2010 in order to separate their regulatory functions from their representational functions, as the Act requires them to do, they each set up a Regulation Board (a Patent Attorney Regulation Board and a Trade Mark Attorney Regulation Board) which as far as is possible will act and take decisions together as the Intellectual Property Regulation Board.

IPReg has a Chairman and four Lay Members along with two Patent Attorneys and two Trade Mark Attorneys.

IPReg is responsible for:

- Setting the education and training requirements for qualification as a Patent Attorney and a Trademark Attorney
- Setting the requirements for Continuous Professional Development in order that the knowledge, skills and expertise of Patent Attorneys and Trade Mark Attorneys are maintained at a high level
- Setting and maintaining a Code of Conduct for the professions
- Handling complaints of Professional Misconduct against Patent Attorneys and Trade Mark Attorneys and where appropriate taking disciplinary or other action.

The Joint Disciplinary Panel (“JDP”) comprises a pool of lay and professional members from whose number the Disciplinary Board will be formed. The Disciplinary Board hears complaints alleging breaches of IPReg’s Rules of Conduct and other regulatory arrangements. Allegations may be made against registered attorneys and other regulated persons including registered and licensed bodies and their managers and employees.

You can find out more about the Disciplinary Procedure here:

<https://ipreg.org.uk/if-things-go-wrong/disciplinary-procedure>

Disciplinary Procedure Rules:

<https://ipreg.org.uk/pro/regulations/disciplinary-procedure-rules>

List of previous disciplinary cases:

<https://ipreg.org.uk/if-things-go-wrong/disciplinary-findings>

### Diversity and equality of opportunity

We welcome applications from all sections of the community and from people with diverse experience and backgrounds for these posts.

IPReg is committed to the principle of public appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns.

### 3. Roles and Responsibilities of the Joint Disciplinary Panel Members

The Joint Disciplinary Panel (“JDP”) comprises a pool of lay and professional members from whose number the Disciplinary Board will be formed. The Disciplinary Board hears complaints alleging breaches of IPReg’s [Rules of Conduct](#) and other regulatory arrangements. Allegations may be made against registered attorneys and other regulated persons including registered and licensed bodies and their managers and employees.

The disciplinary process is governed by the [Disciplinary Procedure Rules 2015](#). These Rules will be in place until such time as they are altered by any rule change that is granted by the Legal Services Board. There is a consultation on changes to its regulatory arrangements which has just closed and is currently being considered, you can read this [here](#).

As a professional member of the JDP your main duties and responsibilities will be to:

- Make yourself available to sit on a Disciplinary Board when called to do so;
- With two lay members, consider and, where required, hear complaints regarding alleged breaches of the IPReg Code of Conduct. This will include assessing oral and written witness evidence;
- Where appropriate, determine appropriate sanctions;
- With the assistance of a legal advisor, produce reasoned, written decisions;
- Make yourself available for induction and refresher training as required.

**In accordance with IPReg’s Disciplinary Procedure Rules, professional members of the JDP must be current or former attorneys registered with IPReg and may not be current or former members of IPReg’s Board or current or former CIPA or CITMA Council members. Current registered attorneys must be in good standing in order to apply.**

## 4. Qualities required for the role of a Disciplinary Board Member

You must be able to demonstrate the following competencies:

### Integrity and professionalism

- Act impartially, without bias, to uphold the integrity of IPReg’s disciplinary process
- Exercise sound judgement and ethical decision-making to maintain trust and confidence

### Strong analytical skills

- Assimilate information from a variety of sources, both legal and factual, quickly
- Identify key issues clearly and accurately
- Manage complex material easily and logically

### Good decision making

- Form opinions fairly based on evidence and critical thinking
- Reach conclusions that are demonstrably fair, balanced and justifiable
- Work within a time-sensitive timeframe

### Collaborative working style

- Articulate and advance a coherent position
- Listen to and constructively challenge the views of others, accepting constructive challenge in return
- Accept collective responsibility

## 5. Conflicts of Interests

Members should note particularly the requirement to declare any conflict of interest that arises in the course of IPReg business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of IPReg.

## 6. Remuneration and Time commitment

When called upon to undertake IPReg training or to sit on the Disciplinary Board, JDP members may claim:

- £392 per day based on a 7-hour day. Additional hours may be claimed on an hourly, pro-rated basis of £56 per hour. Members are deemed to be self-employed and will be responsible for their own Tax and National Insurance contributions. It is not pensionable.

- Reimbursement for travel and subsistence costs in line with [IPReg’s Travel and Subsistence policy](#).

### Time commitment

A precise frequency of hearings is difficult to predict, but members may expect to serve as Disciplinary Board members once every 12-18 months. Under current Rules, the term of appointment shall be for three years or the hearing of three cases, whichever is the longer period.

Hearings may take the form of oral hearings and take place anywhere in the UK, although more usually the venue will be London-based. Alternatively, hearings may take place by video-conferencing. Candidates should therefore have reliable broadband access and computer facilities. Confidential information may be sent by e-mail, so candidates should have a personal email address to which material can be sent.

**Training day: there will be an IPReg training day on the 28 July. You will need to attend this to be appointed.**

## 7. Standards in public life

Members will be expected to demonstrate high standards of corporate and personal conduct.

Candidates must also confirm that they understand the standards of probity required by public appointees outlined in the “[Seven Principles of Public Life](#)”.

## 8. Timeline, Application Process and How to Apply

### Timeline

Dates	Activity
16 May 10am	Applications close
25, 26, 27, 30, 31 May and 1 June	Thewlis Graham consultant interviewing of interested candidates - online
4, 5, 6, 7 July	Recruitment Panel interviews - online
11 and 12 July	Feedback to both successful and unsuccessful candidates
28 July	IPReg training day

## Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Roles and Responsibilities plus Qualities required sections and the people who best meet these will be invited for interview with Thewlis Graham Associates. These will be held online.

Those candidates not invited to interview will be advised by email.

Longlisted candidates will also be advised by email. After a consultation between the IPReg and Thewlis Graham Associates, a shortlist will be drawn up and shortlisted candidates invited for interview with the recruitment panel. These will be online also. All candidates will be informed of the outcome following this date.

## How to Apply

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting the relevant reference number: -

### **Y0303TAA – Trade Mark Attorney**

### **Y0303PAA – Patent Attorney**

1. A comprehensive CV
2. A covering letter containing:
  - A covering letter which fully addresses your suitability for the role and your motivation for applying.
  - The name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
3. We also ask that you complete a diversity and inclusion monitoring form, the link for which is in the next section.

***Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact us at: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) if you have any queries at all.***



## 9. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

Please click the relevant link below:

**Y0303TAA – [Trade Mark Attorney](#)**

**Y0303PAA – [Patent Attorney](#)**

If you have any problems with this, please contact Tracey on: [tct@thewlisgraham.com](mailto:tct@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

## 10. Advert

### Joint Disciplinary Panel – Patent Attorney, Trade Mark Attorney, and Lay member vacancies

**Location: UK, London and online**  
**Remuneration paid**

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IPReg are looking to appoint 3 Patent Attorneys, 3 Trade Mark Attorneys and 5-6 Lay Members to the Joint Disciplinary Panel.

#### Some of the qualities required for the role of a Disciplinary Board Member

- **Integrity and professionalism** - Act impartially, without bias, to uphold the integrity of IPReg’s disciplinary process
- **Strong analytical skills** - Assimilate information from a variety of sources, both legal and factual, quickly
- **Good decision making** - Form opinions fairly based on evidence and critical thinking
- **Collaborative working style** - Articulate and advance a coherent position
- Candidates must also confirm that they understand the standards of probity required by public appointees outlined in the **Seven Principles of Public Life**

**Remuneration:** £392 per day based on a 7-hour day. Reimbursement for travel and subsistence costs in line with IPReg’s policy.

**Time commitment:** circa 6 days a year

**Closing date:** 9 May 4pm

**Interviews:** Thewlis Graham Associates will interview candidates w/c 25 May – 1 June by video call. The recruitment panel will interview candidates 4 -7 July by video call.

For further information and details of how to apply please visit our microsite: [www.thewlisgraham.com/assignment-briefings](http://www.thewlisgraham.com/assignment-briefings)

Having read all the application documentation on our website, should you require a confidential telephone conversation prior to your application, please email Thewlis Graham Associates at: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com)

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