

# Governance Committee

## Skills Matrix

### Introduction

CPATA regulates the patent and trademark profession in accordance with the Act, Regulations, Bylaws, Registrar’s Policies, and the Regulatory Objectives, Standards and Principles. It is an independent and risk-focused public interest regulator.

CPATA is committed to selecting Board and committee members based on a set of identified skills and attributes, to ensure the Board and committees have the knowledge and attributes to carry out the work effectively, are diverse in all respects, and who strive to attain the vision of CPATA for a modern regulator as outlined in the Board Governance Policies and Practices<sup>1</sup>.

### Role of Governance Committee

The Governance Committee examines regulatory governance practices, including Board practices and performance, and makes recommendations with respect to the Board to fulfill its roles regarding Board and Committee succession. These responsibilities include:

1. Effectiveness – Assessing and making recommendations regarding Board effectiveness.
2. Governance – Reviewing and monitoring governance practices of the Board and the CEO with a view to enhancing the College’s performance.
3. Nominating – Assessing the requirements for membership on the Board and advising the Board on information to be provided to the Minister’s Office regarding the College’s needs, managing the process for nominating candidates for committee membership.

### Committee Composition

The Committee must possess the required skills, knowledge, attributes, and experience to enable it to fulfil its responsibilities.

All Committee members should complete mandatory training prior to commencement of service, and engage in such ongoing training and education activities, during their term on the Committee as determined to be appropriate by the Committee Chair and the CEO.

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<sup>1</sup> <https://cpata-cabamc.ca/wp-content/uploads/2021/06/CPATA-Governance-Policies.pdf>

The Committee Chair may require additional specific training.

## Specific Knowledge, Skills, Attributes and Experience

The Skills Matrix below is used to:

- i. identify the specific knowledge, skills, attributes, and experience required of the Governance Committee members and as a whole;
- ii. facilitate appointments that will fill gaps in the required knowledge, skills, attributes, and experience; and
- iii. assist with identifying training and education needs on an ongoing basis

As a whole, the Committee's members should possess/demonstrate the following:

- Experience with professional regulation and governance
- Local, national, and international backgrounds and experiences that reflect the diverse education and knowledge of registrants and the public served by the College.
- Regional diversity, to reflect the reality that IP practice, and the public's knowledge and expectations of IP practice varies throughout the country.
- Diverse leadership experience in the public, private, and not-for-profit sectors, to promote knowledge and the sharing of best practices.

Members as a whole must possess/demonstrate the following:

The College is committed to the foundational principles of equity, diversity and inclusion, which are reflected in the composition of committees and the level of cultural competence expected of committee members.

Knowledge	Skills
CPATA Act, Regulations and By- laws	Effective oral communications
The College’s Regulatory Objectives, Standards and Principles	Effective written communications
Good governance principles	Collegial and effective decision making
Risk management	Attention to detail
The Federal Government’s IP Strategy and Innovation Agenda	Organization & time management
Principles of equity, diversity, inclusion <sup>2</sup>	Cultural competence <sup>3</sup>
CPATA’s Strategic Plan and regulatory approach	Outcomes measurement
CPATA’s Board and Committee needs as identified through Board and Committee evaluations and self- assessments	Critiquing performance and providing constructive feedback
The evolution of the patent and trademark profession in Canada	Competent to use the technology facilitating the committee's work
Fiduciary duties, good governance principles, and the stewardship responsibilities	

<sup>2</sup> ‘Equity, diversity, inclusion’ are closely tied to cultural competence, and include having the knowledge, experience, and skills to actively work to protect against and prevent individual and systemic discrimination, to cultivate appropriate attitudes toward cultural differences, and to ensure that the College’s processes are open and accessible to all

<sup>3</sup> Cultural competence’ refers to an ability to understand, communicate with and effectively interact with people across different cultures; acknowledge the harmful effects of discriminatory thinking and behavior on human interaction; and acquire and perform the skills necessary to lessen the effect of these influences in order to serve the pursuit of justice. (Rose Voyvodic, “Lawyers Meet the Social Context: Understanding Cultural Competence” (2006) 84:3 The Canadian Bar Review 564 at 564)

Experience	Attributes
Professional regulation	Active listener and strong communicator
Board and governance committee membership and leadership in a variety of sectors	Adaptable and agile
Patent and Trademark Agent services and innovation	Collaborative
Regulator and/or public interest focused community service	Objective –Decisions based on evidence/good information, to fulfil the College’s mandate
Board and committee evaluation and self-assessment	Act ethically and with integrity
Government relations	Strong work ethic
	Professionalism & civility
	Accountable - takes full responsibility for decisions made
	Respect of peers

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