

CPATA Risk & Audit Committee

Skills Matrix

2021-10-05

Introduction

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

Given that it is a new regulator, it is committed to gathering information that will allow it to understand the environment that influences the practices of licensees.

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 Board Policy No 2, CPATA's Regulatory Objectives, Standards and Principles.

CPATA committees assist the Board to meet its governance and fiduciary obligations. Unless a specific authority is granted, a committee has no independent authority.

Committees develop and document, for Board approval, and follow an annual work plan which includes processes in support of their responsibilities.

Role of Risk & Audit Committee

The purpose of the Risk & Audit Committee is to assist the Board in fulfilling its fiduciary obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management, and when required, to make recommendations to the Board for approval.

The Committee must demonstrate strong and principled advice to foster unshakeable confidence in the College's financial integrity.

Its specific obligations are outlined in the Committee's Term of Reference. The areas of Committee responsibility are: Financial Planning, Financial Reporting, External Audit, Accounting Systems and Internal Controls, Risk Management, Material Litigation, Compliance and Policy Review.

Committee Composition

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

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

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 experience¹ required of the Risk & Audit 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 must possess/demonstrate the following:

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 experiences, backgrounds and specialties that inform dialogue and decision-making, ensuring decisions meet intended objectives, are practical and, ultimately, protect the public.

Diverse leadership experience in the public, private, and not-for-profit sectors, to promote knowledge and the sharing of best practices.

The College is committed to the foundational principles of equity, diversity, and inclusion in the composition of committees and expects committee members to possess a high level of cultural competence.

Knowledge¹	Skills	Experience	Attributes
CPATA Act, Regulations and By-laws	Effective oral communications	Professional regulation	Adaptable - recognizing plans change
The College's Regulatory Objectives, Standards and Principles	Financial literacy	Business & innovation	Collaboration ²
Generally accepted accounting and auditing principles	Effective written communications including writing decisions with reasons	Fiduciary duties, good governance principles, and the stewardship responsibilities	Objectivity -Decisions based on evidence/good information, to fulfil the College's mandate

¹ **'Knowledge'** includes understanding how CPATA operates in substance and principle, risk principles, the prosecution of patent and trademark applications, the use of patents and trademarks as business tools, litigation involving patents and trademarks, and the need for a clear and reliable IP legal framework; **'Skills'** include an ability to use the technology employed by the College, to communicate effectively both orally and in writing, and to discern and analyze ethical issues; **'Experience'** includes professional committee or Board work, and engaging in effective debate and decision-making in an in-person and on-line environment; **'Attributes'** include having a strong ethical foundation, being organized and meeting deadlines, collaborative decision-making, active listening skills, and behaving in a fair, respectful, culturally competent and courteous manner at all times.

² Meaningful engagement and discourse will be stronger than what is created in isolation

Good governance principles	Collegial and effective decision making	Budgeting, financial reporting, financial oversight, and external audits	Act ethically and with integrity and speak the truth
Risk management	To use the technology facilitating the committee's work	Patent and Trademark Agent services	Strong work ethic
Budgeting	Attention to detail	Not For Profit, regulator and/or other community service	Professionalism & civility
Investment oversight	Organization & time management	With creating safe gathering spaces that welcome and support all who wish to connect, learn, share, belong, and grow.	Takes full responsibility for decisions made
Technology used to support the College's governance and regulation	Practice & business management	Enterprise and regulatory risk management	Follow through on commitments.
The Federal Government's IP Strategy and Innovation Agenda	Cultural competence ³		
Equity, diversity, inclusion ⁴			

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³ '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)

⁴ '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