

## LESI MENTORING PROGRAM GUIDELINES

**Goal of the LESI Mentoring Program ("LMP" or the "Program"):** The Program is designed to bring value to the Member Societies by increasing interest in LESI among younger people who can see in the Program another very real and tangible benefit of being an LES member. It would also help tie senior members in to LES by their having forged strong links with Mentees. This should lead to increased membership in the Member Societies and, perhaps more importantly, increased participation in LESI activities and fidelity in LES in general.

**Summary of the Mentoring Program:** At first, the Program will be centered on mentoring on LESI matters. Mentors and Mentees will be free to agree among them whether such mentoring will involve mentoring on LESI and/or on other professional matters of their own mutual choice. As trust between Mentors and Mentees develops, the parties can agree among themselves to expand such mentoring to include career or other areas, as they see fit (however, such mentoring would be outside the scope of the original Program).

The Program is intended to be organized and structured primarily as an online platform where potential Mentors and Mentees can meet. However, it is recognized that Mentors may have to be "recruited" or approached in a more traditional manner. The Program is presently managed under the Young Members Congress.

The Program is not-for-profit. Mentoring shall always be offered as a courtesy, free of charge and without any compensation for the Mentor, neither from the Mentee nor from LESI.

**Purpose of the Program's Guidelines:** The LMP Guidelines are intended to outline the process by which mentoring will be made available to LES members, the basic operational procedures of the Program and the role of YMC in managing the Program. These guidelines further seek to outline the basic qualifications of Mentors, who can benefit from mentorship, and the scope of mentoring to be provided under LMP.

**Disclaimer:** Mentoring is essentially based on a personal relationship to be created between Mentors and Mentees. The LESI Mentoring Program seeks to create a platform through which Mentors and Mentees can find each other. Entering into the Program and into a mentoring relationship is their choice and responsibility. Neither LESI nor YMC congress screens, selects or controls the persons applying to be Mentors or Mentees, and makes any representations as to the quality and scope of mentoring to be furnished under the Program. Both Mentors and Mentees should exercise due care when using the Program and developing a Mentor/Mentee relationship, including to manage their relationship and solve amicably and professionally any conflict issues that is known or may appear throughout their mentorship relationship.

## **Mentor Guidelines:**

### **1) What is a Mentor?**

- a. A Mentor is a person willing to share his/her experience, knowledge and network with a Mentee within the LESI frame work.
- b. A Mentor's primary responsibility is the transmission of LESI and/or professional experience to the Mentee structured around a personal relationship.
- c. A Mentor has a minimum of 10 years experience in IP, Licensing or a related field and has been an LES member in good standing for at least 5 continuous years.
- d. A "LES Mentor" is a person qualified and registered as "Mentor" under these guidelines.

### **2) What is a Mentee?**

- a. A Mentee is either a student or a professional who is interested in LES, IP, licensing and related fields with less than 10 years of experience and is a member in good standing of an LES Member Society.

### **3) How to be a LES Mentor?**

- a. Mentor has to fill the LES Mentor application form. Attachment 1.
- b. By submitting the LES Mentor application form a Mentor declares that that the information (including Mentor eligibility requirements) are accurate and true and agrees and consents to that his or her Mentor profile shall be published on Mentoring Program web platform and otherwise made available to LES members and potential mentees.
- c. LESI shall keep the Mentor's personal information for record keeping purposes only and, except for the information that Mentor voluntarily shares on the web platform, LESI shall not use Mentor's personal information for any other purpose without Mentor's prior written consent.
- d. Upon completion and submission of LES Mentor application form, Mentor's profile will be published on the Mentoring Program's Web Platform and otherwise made available to LES members and potential Mentees.
- e. Mentor shall use best efforts to respond to mentorship requests submitted through the Web platform.
- f. Mentor is under no obligation to accept all or any of the mentoring requests.
- g. A Mentor should not accept more than 3 Mentees at any given time.
- h. Once Mentor and Mentee agree that a mentoring relationship exists between them a mentoring relationship is deemed to have commenced.
- i. Either party can terminate the relationship at any time and without cause, but shall always exercise professional courtesy in the timing and manner in which the relationship is terminated.
- j. It is both Mentor and Mentee's obligation to track and manage possible conflict issues that may arise out of the mentoring relationship.
- k. A Mentor can always chose to withdraw from the Program altogether by removing his or her profile from the Program's web platform. In such an event, Mentor's profile and basic information shall no longer be accessible to LMP members. However, LESI shall retain the information submitted in the LES Mentor application form for record keeping purposes only and none of the personal information of the Mentor shall be used for any other purpose by LESI without prior written consent of the Mentor.

### **4) How to be a LES Mentee?**

- a.** Mentee has to fill the LES Mentee application form. Attachment 2.
- b.** By submitting the LES Mentee application form a Mentee declares that that the information (including Mentee eligibility requirements) are accurate and true and agrees and consents to that his or her Mentee profile shall be published on Mentoring Program's Web Platform and otherwise made available to LES members and potential Mentors.
- c.** LESI shall keep the Mentee's personal information for record keeping purposes only and, except for the information that Mentor voluntarily shares on the web platform, LESI shall not use Mentee's personal information for any other purpose without Mentee's prior written consent.
  
- d.** Upon completion and submission of LES Mentee application form, Mentee's profile will be published on the Mentoring Program Web Platform and Mentees shall have access to Mentors' profiles on the Web platform.
- e.** Mentee shall contact the Mentor through the contact information as provided by the Mentor on the Mentoring Program Web platform.
- f.** Mentee understands that a Mentor is under no obligation to agree to mentorship request.
- g.** Mentee can send a mentoring request to several Mentors. However a Mentee should not have more than one Mentor at any given time.
- h.** Once Mentor and Mentee agree that a mentoring relationship exists between them a mentoring relationship is deemed to have commenced.
- i.** Either party can terminate the relationship at any time and without cause, but shall always exercise professional courtesy in the timing and manner in which the relationship is terminated..
- j.** It is both Mentor and Mentee's obligation to track and manage possible conflict issues that may arise out of the mentoring relationship.
- k.** A Mentee can always chose to withdraw from the Program altogether by removing his or her profile from the Program's web platform. In such an event, Mentee's profile and basic information shall no longer be accessible to LMP members. However, LESI shall retain the information submitted in the LES Mentee application form for record keeping purposes only and none of the personal information of the Mentee shall be used for any other purpose by LESI without prior written consent of the Mentee.