



LESI Committee Form and Guidance Notes 2021 – 2022

Committee Name	
Chairs, Vice Chairs and Board Liaison:	Chairs and Vice Chairs Chairs: Paula Mena Barreto (LES Brazil); and Jeffrey Whittle (LES USA/Canada). Vice-Chairs: Renzo Scavia; (LES Andean Community); and Hilton W.C. Sue (LES USA/Canada) LESI Board Liaison: Tatiana Campello

Action Plan	
Activities for the Year and Person(s) in Charge of each	<p>1st Quarter 2021 – Planning of webinar with open-participation for members and non-members regarding the innovation of the COVID-19 vaccine. Organize LESI Annual Meeting event with suggestion of using the mock negotiations from the LES America’s Conference 2020. Planning of possible National Society webinar in July 2021.</p> <p>2nd Quarter 2021 - Planning of webinar in late June 2021 or early July with open-participation for members and non-members regarding the innovation and IP rights of the COVID-19 vaccine previously slotted for 1st Quarter 2021. Planning of possible National Society webinar in July 2021.</p> <p>Updating of webpage to include local and cross border resources, planned and attended activities, and engage committee new and present members. Jeffrey Whittle to ask Mexico Committee or members of the Americas Committee to help organize.</p> <p>Other activities under discussion.</p>

Conference Calls / Meetings	
Date of Meeting / Conference Call	Jan 14 Feb 18 Mar 18 Apr 8 May 20 Our next call is scheduled for June 17
Participants	<u>Leadership</u> Paula Mena Barreto Jeffrey Whittle Renzo Scavia Hilton W.C. Sue Tatiana Campello Dana Colarulli
Agenda	Discussions about possible late 2 nd Quarter or early 3 rd Quarter 2021 Webinar to be presented by LESI Americas' local committees (Argentina, Brazil, Chile, Peru/Andes, Mexico, USA & Canada) with suggested themes of innovation and IP rights or the structure of agreements related to the vaccine for COVID-19. Also discussed possible 2 nd Webinar that included the National Society for July 2021.
Summary of Discussions	1 st Quarter LESI Webinar moved to late 2 nd Quarter 3 rd Quarter webinar to include the National Society for July 2021.
Next Steps	Jeffrey Whittle and Paula Mena Barreto to reach out to potential participants for 2 nd quarter 2021 webinar; preparing outline for webinar(s); and planning on potential 3 rd or 4 th quarter 2021 webinar with National Society.

LESI Professional Staff Contact Information	
<p>Dana Robert Colarulli Executive Director Washington, DC USA dana@lesi.org Tel: (202) 841-0276</p>	<p>Esha Cruickshank Secretariat Glasgow, Scotland UK NNE@lesi.org Tel: +44 1355 244 966</p>



Suggested LESI Committee Guidelines:

1. **Review the description of your committee’s activities, goals and missions** described in LESI’s website. If you believe that any point should be included or reviewed, please let us know.
2. **Develop an action plan** that identifies activities the committee will engage in during the next 12 months. We suggest a) selecting three main activities as your committee’s primary focus to ensure that they will be concluded and b) developing a timeline of milestones for each.
3. **Schedule at least four calls during the year.** Some committees have monthly calls. LESI staff can assist by schedule calls (or video conference calls via Zoom). The calls should have a prior defined agenda including the topics that the committee is involved. The leadership group should participate in these calls, but the committee can also invite other interested participants and members.
4. **Develop and engage members** in activities related to the committee, such as conducting webinars, hosting events, or writing articles, among others.
5. **Suggest content and speakers** for LESI’s meetings and events that would be of interest to your committee members -- such as at the annual meeting, or any other region or local meetings. There are a number of such opportunities for committees to coordinate panel discussions and/or webinars which would be beneficial to local, national, regional and global members.
6. **Complete regular reports** of the committee’s calls or meetings (preferably prepared by one of the co-chairs) and provide them to LESI Board Liaison.
7. **Contact LESI’s professional staff** with requests for help as needed, including developing outreach on social media, access the LESI speaker database to identify speakers for program or to be a guest speaker on a regular committee call.

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