



LESI Committee Form and Guidance Notes 2020 – 2021

Committee Name	
Chemical Energy Environment & Materials Committee	Co-Chairs: Ningling Wang & Dallas Wikinson Vice-Chair: Ia Modin

Action Plan	
Activities for the Year and Person(s) in Charge of each	<ol style="list-style-type: none"> 1. June 24, 2020: CEEM Committee’s webinar on “Protection Enforcement and Licensing of Trade Secrets in view of Covid-19 Pandemic” (Organized by Ningling and Dallas) 2. October 22, 2020: CEEM committee’s panel discussion on “Hot topics and trends for chemicals environment energy and materials in APAC with the LES Asia Pacific Regional Conference (Organized by Ningling and Dallas) 3. October 22, 2020: CEEM committee’s Industrial Advisory Board members had a social gathering online with other speakers of the LES Asia Pacific Regional Conference 4. An article on “Protection Enforcement and Licensing of Trade Secrets in view of Covid-19 Pandemic” to be published with Les Nouvelle (Co-authors: John Walker and Dallas Wikinson, based

	<p>on the content of the webinar dated June 24, 2020)</p> <p>5. A panel discussion on “Hot topics and trends for chemicals environment energy and materials” to be with the LESI Annual Conference on May 28, 2021 (Organized by Ningling and Dallas)</p> <p>6. Social gathering of the CEEM Industrial Advisory Board members with the attendees of LESI Annual Conference at IP Café (TBC)</p>
--	--

Conference Calls / Meetings	
Date of Meeting / Conference Call	<p>Ningling and Dallas had teleconference calls with our committee’s Industrial Advisory Board members on May 12, 2020; August 31, 2020; November 30, 2020; and February 22, 2021.</p> <p>Ningling, Dallas, and Ia had teleconference calls with our committee’s coordinators on May 11, 2020; September 3, 2020; December 3, 2020; and February 23, 2021.</p>
Participants	Industrial Advisory Board members and coordinators of CEEM committee

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>



Agenda	In preparation of the webinar or panel discussions for LES conferences; Updates; Royalties survey; Planned activities and publications; How to increase the membership.
Summary of Discussions	We always form a plan for the next stage and our teleconference calls help strengthen the relationship and facilitate the communication.
Next Steps	We plan to have teleconference calls with our Industrial Advisory Board members and coordinators in May shortly before the LESI Annual Conference to discuss the plan for the next stage.

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
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

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>

