

## **PEB Governance Board Terms of Reference (ToR)**

**These ToR describe the operational responsibilities of the Governance Board and must be read in conjunction with the Constitution of the Patent Examination Board.**

**The operational responsibilities of the Governance Board are to:**

### **Strategic Leadership**

1. Develop and approve the strategic direction of the Patent Examination Board (PEB), and ensure the PEB operates within the parameters of its Constitution and that all Regulatory Requirements are met.

### **Monitoring Effective and Efficient Delivery of Strategy**

2. Develop and monitor the Business Plan and associated budgets, and ensure that sufficient resources (both financial and staffing) are available to deliver the agreed strategy.

### **Quality Assurance and Risk Management**

3. Monitor and quality assure the development of PEB policies, procedures and qualifications, including the development of assessment materials, and their operation.
4. Monitor the impact of PEB policies and procedures and assessment materials on equality of access to all PEB qualifications.
5. Receive reports and recommendations on examination performance (including reports from the Examination Committee) and advise on further actions to be taken.
6. Monitor a risk management process and identify and respond to significant and material risks to PEB.

### **Stakeholder engagement**

7. Ensure a specific focus on the experience of examination candidates throughout all activities.
8. Engage effectively with all key stakeholders and ensure effective consultation with relevant stakeholders on any significant changes to policies, procedures and products.
9. Ensure that all PEB reports and publications are clear, concise and accurate.