

STANDARD OPERATING PROCEDURE – MENTORSHIP COMMITTEE

Title: ISPN Mentorship Committee

Number: 17

Date: February 2025 - Last review: June 2025

Statement of purpose:

To outline the roles, responsibilities, and expectations for the ISPN mentorship program – for both mentors & mentees. It aims to facilitate a productive, respectful, and meaningful relationship between the mentor and mentee to achieve personal, professional, and developmental goals.

Related issues:

The chairperson decides on the program participants both for mentees and mentors.

Both mentees and mentors should be ISPN members. The qualification of mentees should be candidate members at least.

Context / Committee:

Advocacy committee, Communication committee, Executive Board.

Details:

The chairperson can acquire interested ISPN members whom he/she feels necessary for the mission.

Mentee's responsibilities

- **Define clear goals and expectations** - Define short-term and long-term goals that you want to achieve during the mentorship period. These could be skill development, career progression, or personal growth.
- **Communicate expectations** - Be clear with mentor about what you hope to gain from the mentorship relationship, whether it's advice, networking opportunities, or skill-building.
- **Schedule meetings in advance** - Ensure that meetings are set at convenient times for both mentor and mentees, and respect the agreed-upon frequency.
- **Punctuality** - Be on time for meetings, whether in person or virtually. Notify your mentor in advance if you need to reschedule.
- **Respect confidentiality** - Keep any sensitive or personal information shared by your mentor confidential.

- **Be honest and transparent** - Share your challenges, concerns, and progress honestly to help your mentor better understand how they can assist you
- **Request specific feedback** - Ask for actionable and specific feedback, especially if you need more direction on a particular topic or project. Be receptive to constructive criticism.

Track progress

Keep a record of key takeaways, action items, and feedback from each meeting and review your goals periodically by check in with your mentor to assess whether you're making progress toward your goals and making adjustments if necessary.

Duration of the mentorship

Clarify the expected length of the mentorship should be 1 year and then can be extended as per the judgement of mentorship committee chair in concordance with the mentor.

Mentorship goals

To discuss and agree on specific learning outcomes you hope to achieve during the mentorship.

- **Initial meeting** - The first meeting should focus on getting to know each other, understanding the goals of the mentorship, and discussing expectations.
- **Ongoing meetings** - Schedule regular check-ins (e.g., bi-weekly, monthly) to review progress, discuss challenges, and update goals.
- **Meeting duration** - Typically, meetings should last between 30 minutes to an hour depending on the complexity of the discussion.

Completion of mentorship

At the conclusion of the mentorship period, review whether the goals and objectives set at the beginning were met.

Discuss next steps: Decide together whether the relationship should continue informally, or if a new mentorship arrangement should be initiated.

Gratitude and acknowledgment

The mentee should express gratitude to the mentor for their time, effort, and support throughout the mentorship and ISPN for the opportunity. A thank-you note, email, or small token of appreciation is acceptable.

Reporting

A report of the program to be shared with EB in a timely fashion.

Review period:

Every 3 years.