English Language
The upward curving lines of the World Intellectual Property Organization’s logo evoke human progress driven by innovation and creativity.

CWS/11/6

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**Committee on WIPO Standards (CWS)**

**Eleventh Session**

**Geneva, December 4 to 8, 2023**

Questionnaire on the prioritization of tasks of the Committee on WIPO Standards

*Document prepared by the Secretariat*

## INTRODUCTION

At its tenth session held in 2022, the Committee on WIPO Standards (CWS) discussed the prioritization of the Tasks that forms its Work Program. Taking into account that Intellectual Property Offices (IPOs) may have different priorities, the CWS noted several considerations would need to be made by the Secretariat when prioritizing Tasks. (See paragraph 26 of document CWS/10/22).

At the same session, the International Bureau posed several questions to the CWS for consideration, relevant to prioritizing its Tasks and preparing the Work Program (see paragraph 13 of document CWS/10/3). The CWS noted the definitions provided by the Secretariat of the different priority levels, i.e., ‘high’, ‘medium’ and ‘low’, assigned to Tasks (see paragraph 14 of document CWS/10/3).

Following this discussion, also at this session, the CWS requested the Secretariat to work with the leaders of its Task Forces to prepare a survey questionnaire for determining the priority of Tasks for approval at the eleventh session. The CWS noted that the International Bureau would also provide information on estimated workload for each Task in the survey with three levels: 'complex', 'medium' and 'simple', to help IPOs assess the required resources. (See paragraphs 26 to 28 of document CWS/10/22).

## DRAFT QUESTIONNAIRE

Taking into account the request at the tenth session of the CWS, the Secretariat, in consultation with the leaders of CWS Task Forces, has prepared a proposal for the survey questionnaire on the prioritization of Tasks, which is provided as the Annex to the present document. It should be noted that the questionnaire is based on the current CWS work program and the CWS may decide to discontinue some existing Tasks or to create new Tasks during the current session. Therefore, it is proposed that the CWS allow the Secretariat to adapt the questionnaire as required to remove the discontinued Tasks or add new Tasks accordingly.

The draft questionnaire provided in the Annex to the present document is composed of two parts: a general information section regarding the specific Task and a common set of questions. The general information part provides the following:

* Task number and Task description;
* Estimated workload to carry out the Task: ‘complex’, ‘medium’ and ‘simple’;
* Activity level for Task: ‘very active’, ‘active’, ‘inactive’ and ‘in abeyance’;
* Task Force name, where relevant, and number of participating CWS Members and Observers to the corresponding Task Force; and
* Scheduled actions to be carried out: whether it is of continuous nature or has specific actions with a concrete timeline.

At the tenth session, the Secretariat originally proposed having two sets of questions: the first for an Office to express their own Task priorities and the second to express their perceived views of the Task priorities for other relevant parties (see paragraph 26 of document CWS/10/22). However, after further reflection, the Secretariat has prepared a single set of questions relating to both the internal priorities of a particular IPO and their perception of the priorities of other members of the IP community. The set of questions for each Task consists of the following:

1. *Does your Office participate in or contribute to this Task? (Yes/No)*
   1. *If Yes, actively or inactively?*
   2. *If No, does your Office plan to do so? If not, why?*
2. *Is this Task relevant to your Office’s current activity or future work plan or does the outcome of this Task impact your businesses? (Yes/No/Unknown)* 
   1. *Where available, please also provide your Office’s work activities or work plan in relation to this Task.*
3. *How complex does your Office consider this Task to complete? (High/Medium/Low)*
4. *What level of resources (financial, administrative etc.) does your Office consider is required to carry out this Task? (High/ Medium/Low)*
   1. *Has your Office allocated (or planned to allocate) required resources to carry out this Task? (Yes/Partly/No)*

*(b) If No, then why?*

1. *What kind of assistance does your Office need to participate in this Task?*
2. *How important does your Office consider this Task for the IP community as a whole? (High/ Medium/Low/Unknown)*

If a Task Force is assigned to a particular Task (for example, Task No. 41 is assigned to the XML4IP Task Force), an additional question below is provided as a Question 2:

*Does your Office participate in the corresponding Task Force, where relevant? (Yes/No)*

* 1. *If Yes, actively or inactively?*
  2. *If No, does your Office plan to do so? If not, why?*

*The CWS is invited to:*

*(a) note the content of the present document;*

*(b) consider and approve the draft questionnaire, as referred to in paragraphs 4 to 7 above and as reproduced in the Annex to the present document;*

*(c) request the Secretariat to issue a CWS Circular inviting IPOs to participate in the survey, with the questionnaire reproduced in the Annex to this document; and*

*(d) request the Secretariat to present the results of the survey for consideration at its twelfth session.*

[Annex follows]