

ANNEX F

PROCEDURE FOR THE CREATION OF DEFINITIONS AND REVISION OF  
SUBCLASS INDEXES BY THE IPC REVISION WORKING GROUP

1. For each subclass, a D project is created concerning both definitions and subclass indexes, a rapporteur office and a translator office are designated by the IPC/WG. The D projects are discussed at three levels:
  - (a) first on the e-forum for definition projects, then
  - (b) at the Task Force when agreement on certain points has not been achieved, and finally
  - (c) at the IPC/WG for formal approval.
2. The Rapporteurs post their proposals on subclass definitions on the e-forum. Comments are posted on the e-forum by any office wishing to comment, whether it is a member of a Task Force or not, before the deadline indicated for each project. After each round of comments, the Rapporteurs should post their reports and eventually modified proposals. In case of the absence of comments or if an agreement has been reached, the project is considered electronically approved in its original language. If a complete agreement has not been reached, the rapporteur either asks for a new round of comments or submits the project to the Task Force.
3. The Task Forces should discuss and solve problems for which a solution has not been found during the e-forum discussion. If necessary, the Task Forces may request a new round of comments. In exceptional cases, the Task Forces may request a decision by the IPC/WG.
4. Once the definitions of a D project are approved in one language, either during the e-forum discussion or by the Task Force, the Rapporteur posts the proposal on the revision of the subclass index of the corresponding subclass, and the translator office posts the translation of the definitions in the other authentic language. The translation and the revised subclass index are discussed in parallel.
5. Following a round of comments, the Rapporteur posts the final version of the subclass index in the original language in time to allow its translation into another language. The final translation of the definitions is posted together with the translation of the subclass index. As a rule, the subclass index and the translations are discussed only on the e-forum. Exceptionally, important questions may be solved by the Task Forces.
6. Once the D project is completed in both languages, it is forwarded by the International Bureau to the IPC/WG for formal approval. The IPC/WG may approve a project, with or without amendments, reject it or return it to be partly or completely reconsidered. D projects are not submitted for adoption to the Committee of Experts.

7. At its fourth session, the IPC/WG created three Task Forces, one for chemistry, one for electricity and one for mechanics, with the following composition:

- Chemistry: Sweden, United Kingdom, United States of America, EPO;
- Electricity: Germany, United States of America, EPO;
- Mechanics: Sweden, United Kingdom, United States of America, EPO.

8. The Task Forces work by means of electronic correspondence. In exceptional cases, the International Bureau may arrange a physical meeting of the Task Force.

9. According to the progress of the work, new definition D projects will be created and added to the program by the IPC/WG, following requests by offices. Overlapping subclasses or very active subclasses should be first considered.

[Annex G follows]