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**PATENT COOPERATION TREATY**

**INTERIM ADVISORY COMMITTEE FOR ADMINISTRATIVE QUESTIONS**

**Fifth Session: Geneva, November 12 to 19, 1974**

PROGRESS REPORT OF THE FIRST SESSION  
OF THE WORKING GROUP ON FORMS

prepared by the International Bureau

INTRODUCTION

1. The Working Group on Forms (hereinafter referred to as "the Working Group") held its first session in Geneva from September 9 to 13, 1974.
2. The Working Group, which was established following a decision of the PCT Interim Advisory Committee for Administrative Questions (hereinafter referred to as "the Interim Committee") at its fourth session, in October 1973, was composed of specialists in the field of standardization of Patent Office procedures.
3. The following members of the Interim Committee were represented: Cameroon, Canada, France, Germany (Federal Republic of), Iran, Japan, Norway, Philippines, Soviet Union, Sweden, Switzerland, United Kingdom, United States of America.
4. Two intergovernmental organizations were represented by observers, namely, the International Patent Institute (IIB) and the United Nations Conference on Trade and Development (UNCTAD).
5. The following two non-governmental organizations were represented by observers: the International Federation of Inventors Associations (IFIA) and the Union of Industries of the European Community (UNICE).

DEVELOPMENTS

6. The Working Group examined all draft forms as to content and layout. Numerous proposals and comments were made by the participants. For details of the discussions, the report of the session, document PCT/AAQ/WGF/I/10, should be referred to.
7. With respect to applicants' reply letters, it was generally agreed by the Working Group that such correspondence could easily be carried out according to existing practice and that no forms were needed.

8. With respect to explanatory notes, such as contained in the draft forms discussed, a substantial majority of the participants expressed the view that they were useful in connection with all forms dealing with communications to the applicant.

9. With respect to the forms relating to communications among the International Authorities, the majority of the participants expressed the view that no notes were needed in these cases, since the staff of the International Authorities could be expected to be familiar with the relevant provisions of the PCT. The representative of Switzerland pointed out, however, that even in these cases a reference to the relevant provision would be useful.

10. With respect to the mandatory or optional use of the forms, it was agreed that no discussion was called for in respect of the Request form (PCT/RO/101), the International Search Report (PCT/ISA/210), the Demand form (PCT/IPEA/401) and the International Preliminary Examination Report form (PCT/IPEA/409), and it was understood that the four forms mentioned, as eventually adopted, were mandatory as to both contents and layout.

11. With respect to all the other forms, no agreement could be reached at this time as to their mandatory or optional character. In order to prepare a more detailed review of the problem in due course, the Working Group proposed that the Interim Committee should consider the possibility of requesting the International Bureau to conduct a survey among member States of the Interim Committee, and the IIB, with respect to the question of mandatory or optional use of the forms.

12. The Interim Committee is invited to take note of and comment on the results of the first session of the Working Group as reproduced in detail in the report of that session (see document PCT/AAQ/WGF/I/10 and to advise the International Bureau on the orientation of further work.

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