

SCIT/1/7

ANNEX III

APPENDIX 1

SPECIAL RULES OF PROCEDURE OF
THE STANDING COMMITTEE ON INFORMATION TECHNOLOGIES (SCIT)

approved by the Standing Committee on Information Technologies

1. Subject to the following Special Rules of Procedure contained in this Annex, the General Rules of Procedure of WIPO shall apply to the Standing Committee on Information Technologies (SCIT).
2. The SCIT shall consist of a plenary session of the SCIT itself (hereinafter referred to as the “SCIT Plenary”) and certain working groups. The SCIT Plenary may establish or dissolve working groups, as appropriate, keeping the number of the working groups to a minimum.
3. All WIPO Member States shall be members of the SCIT (i.e., the SCIT Plenary and its Working Groups) as well as member States of the Paris Union or Berne Union that are not Member States of WIPO. In addition, the African Intellectual Property Organization (OAPI), the African Regional Industrial Property Organization (ARIPO), the European Patent Organisation (EPO), the Benelux Trademark Office (BBM) and the Benelux Designs Office (BBDM), the Eurasian Patent Organization (EAPO), and the European Communities (on account of its responsibilities in respect of the Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM)) shall be members of the SCIT, provided that they shall not have the right to vote.
4. The Director General of WIPO may, and, if so requested by the SCIT Plenary, shall invite, as observers, interested intergovernmental organizations (other than member organizations mentioned above) and interested international and national non-governmental organizations, as well as organizations providing information services in the field of intellectual property information, which are not accredited with observer status at WIPO meetings.
5. The SCIT Plenary shall be convened in ordinary sessions twice each year and the Working Groups shall meet twice yearly, or as otherwise determined by the SCIT Plenary. The meetings of all the Working Groups shall be held consecutively in the same week. The meeting of the PCT Committee for Technical Cooperation shall, as a rule, be held in conjunction with the appropriate Working Group.

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6. The SCIT Plenary shall have a Chair and two Vice-Chairs and shall elect them for a term of one year. Each Working Group shall have a Chair and two Vice-Chairs and shall elect them for a term of one year.
7. The SCIT Plenary shall recommend policies regarding the WIPO Global Information Network and related matters to the WIPO General Assembly and the Assembly of any concerned Union administered by WIPO.

[Appendix 2 follows]

APPENDIX 2

WORKING METHODS FOR THE STANDING COMMITTEE
ON INFORMATION TECHNOLOGIES (SCIT) PLENARY SESSION
AND ITS WORKING GROUPS

approved by the Standing Committee on Information Technologies

Introduction

The present Working Methods aim at the completion of tasks by the Standing Committee on Information Technologies (hereinafter referred to as the “SCIT”) in the shortest time possible. The Working Methods are also designed to accomplish as much work as possible by correspondence (including the use of the Internet and other electronic communication means).

Task Initiation

- (1) The first step in presenting matters to the SCIT Plenary or one of its Working Groups (hereinafter referred to as the “SCIT meeting”) for determination and action is to initiate consideration of the subject by submission of a proposal to the members of the SCIT through the Secretariat (the International Bureau of WIPO). Any member or observer of the SCIT and its Working Groups, or the Secretariat may make such a proposal.
- (2) A proposal is an identification of a task or a problem to be addressed by the SCIT. It should include a clear indication of the problem or specific need, how the need was determined, the objectives of the task and, whenever possible, a proposed solution with the indication of possible risks, estimated costs and expected benefits.
- (3) The Secretariat will include the proposal in the draft agenda of the first available session of the SCIT Plenary or, if the matter is considered urgent by the Secretariat, of the most appropriate Working Group. In order to facilitate its consideration by the members of the SCIT, the Secretariat may undertake preliminary studies on the subject prior to the discussion at the SCIT meeting. The proposals should be circulated by the Secretariat, in principle, at least one month before the session of the SCIT meeting to which the proposal has been referred.
- (4) The SCIT meeting to which the proposal has been referred will consider all proposals and determine how to proceed with the proposals. If a proposal is accepted, a task will be included in the SCIT work program and assigned to the appropriate Working Group, the International Bureau or a Task Force.

- (5) The SCIT Plenary or any Working Group may set up a Task Force and should oversee its activities. A Task Force will consist of individual technical representatives of contributors from members or observers of the SCIT. Task Forces will be responsible for providing drafts on issues requiring technical expertise and drafting work in order to facilitate discussions at the SCIT meeting. Any interested member may be nominated as a “reporter” who will take a lead in the discussions and report the result to the SCIT meeting. The work by the Task Forces will be conducted largely via e-mail exchanges rather than through formal meetings.

Task Progression

- (1) The Secretariat (in consultation with the Task Force concerned, as the case may be) will send the proposal to, and solicit comments from, interested members and observers, and issue a “project file” for each task which is a compilation of replies, comments and other submissions sent by interested members or observers to the Secretariat.
- (2) At the SCIT meeting, the various positions on each proposal will be discussed on the basis of the project file and, where available, the drafting work undertaken by the Task Force, with the objective of finally disposing of the pending tasks by either approval or disapproval of the proposed solution. Working Groups shall, where appropriate, make recommendations to the SCIT Plenary in order for the latter to formulate policies, adopt new standards and take appropriate decisions on the recommendations.

SCIT Plenary

- (1) The SCIT Plenary will oversee and review activities undertaken by the Working Groups and take decisions on technical matters on the basis of recommendations made by the Working Groups.
- (2) The SCIT Plenary will formulate the SCIT work program and determine the priority to be given to the task.
- (3) The SCIT Plenary will also discuss policy matters, including those arising from the work undertaken by the Working Groups, facilitate coordination between, in particular, Member States, and make recommendations to the WIPO General Assembly and the Assembly of any Union concerned.