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May 3, 2010

Re: Annual Technical Reports on Trademark Information Activities in 2009

Madam,
Sir,

I would like to invite your Office to send to the International Bureau an Annual Technical Report (ATR) on its Trademark Information Activities in the year 2009.

In order to facilitate the publication of the Annual Technical Reports on WIPO's website, you are kindly requested to use the online ATR Management System which is available from the ATR area of WIPO's website, at <http://www.wipo.int/cws/en/atrs/>. On that site, you will find the Recommended Contents of the ATRs on Trademark Information Activities, which were approved by the Standards and Documentation Working Group (SDWG) of the Standing Committee on Information Technologies (SCIT) at its ninth session, held in February 2008 (see document SCIT/SDWG/9/12, paragraphs 64 to 70). The above-mentioned site also contains Guidelines for Preparing the ATRs using the ATR Management System. These Guidelines include information on how to access the Management System. It would be highly appreciated if you could use this System to prepare your ATR, rather than to send it on paper or by e-mail.

In preparing the Annual Technical Report, any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning trademarks, would be appreciated.

Any questions or other feedback you might have concerning the ATRs or use of the ATR Management System should be forwarded to the following e-mail address: ATR.mail@wipo.int.

As in the past, the International Bureau will provide access to the completed Annual Technical Reports for 2009 in the ATR area of WIPO's website (<http://www.wipo.int/cws/en/atrs/>), where access to the Annual Technical Reports for the previous 10 years is also available.

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I would like to remind you that, in accordance with the decision taken by the SDWG at its eighth session, held in March 2007, industrial property offices, as well as intergovernmental and non-governmental organizations, are invited to inform interested parties that the ATRs are available on WIPO's website and to post, on their websites, a notice on the ATRs with a link to the ATRs web page (<http://www.wipo.int/cws/en/atrs/>).

It would be appreciated if you could send the Annual Technical Report to the International Bureau not later than July 30, 2010.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Yo Takagi'.

Yo Takagi
Assistant Director General