**ANNEX I**
**TO REQUEST FOR PROPOSALS (RFP) N° PCD/07/049**


**TERMS OF REFERENCE (TOR)**
**DESCRIPTION OF WIPO REQUIREMENTS**


*Prepared by the International Bureau*




1.      The World Intellectual Property Organization (WIPO) is looking for a subcontractor to perform IT operations in relation with the International Patent Classification (IPC) in various languages (English, French, Spanish).  Some actions in relation with the preparation of other translation of the IPC master files can also be considered as part of these IT operations (e.g. Spanish, German, Japanese, Russian). Information about the IPC is available at http://www.wipo.int/classifications/ipc/en/

2.      The framework for these IT operations includes all systems and tools supporting the IPC and its promotion:

- Tools providing transformations of IPC master files (e.g. internet publication, statistics, etc…) as described under
  http://www.wipo.int/classifications/ipc/en/ITsupport/links.html

- All IPC related software components developed by all software development partners of WIPO.

3.      These systems and tools are deployed inside WIPO infrastructure and are available to users through the public Internet access and to the contractor through secured access.  Some of the IT operations to update these systems can only be performed on WIPO premises.  The contractor shall have access rights compatible with WIPO IT security rules and use of the tools and systems necessary to perform the required IT operations.  Access by the Contractor to the WIPO Intranet will be limited to areas strictly necessary to perform IT operations upon prior approval from WIPO.

4.      Systems and tools remain WIPO property.  The Contractor shall not re-use data or work carried-out under this contract without explicit written permission from WIPO.

5.     The IT operations support is performed under the supervision of the Head of the IT operations and support Section or his representative.  The Contractor will be requested to:

- Perform all operations related to the transformations of IPC XML master files (e.g. Operate internet publication preparation tools (IPCPUBPREP) in English, French, prepare action list and files for the translation of IPC revision changes into Spanish)

- Report bugs and documentation errors to the appropriate WIPO software development partner and, in some cases fixes documentation,

- Coordinate software delivery and integration with various sectors in charge of software development inside and outside WIPO,

- Assistance in IPC reclassification monitoring,

- Perform other IT operation support as required.

6.     The above-mentioned operations can be carried out locally in WIPO premises or remotely.  These operations must follow existing conventions and procedures (sequence, file location and names, etc.) used in previous publications of the Reformed IPC or documented by the IT Operations and Support Section.  In absence of documentation, IPC official web sites are used as reference or instructions requested.

7.     Some aspects of the IT operations support for the IPC are specifically excluded and forbidden:

- Communications under WIPO responsibility (with IPC Member States or other IPC users)

- Any action which would result in a financial obligation by WIPO

8.     For the purpose of accounting, all requests for work should be in writing and shared through WIPO E-mail shared folders (Groupwise).  Each work request must include:

- A dated short description of the task (WIPO)

- Work estimate (the Contractor)

- Formal Approval (WIPO)

- Formal completion including, if appropriate, a revision work estimates (contractor and WIPO)

---

9.      Any work that is not provided in respect of paragraph 8 above will not be considered as acceptable and therefore WIPO reserves the right to refuse any subsequent payment.


Duration and planning

./.     10.      Two Advanced Level IPC revisions are envisaged during 2007.  Each of them should require 4 iterations detailed in the attached MS project file describing a typical IPC Advanced level revision cycle.   IT operations are indicated under resource "IB_IT" in this planning.


Skills/experience

11.      IT operation support staff must be able to run all part of the IPC support systems, some of the tools providing transformations of IPC master files (e.g. internet publication generation, statistics, differences between two consecutives versions of the IPC revision, etc.) developed either by a WIPO software development partner or IT Operations and Support staff.

12.      The experience of the experts offered for IT operations must be as follows:

- WIPO IT infrastructure: Basic knowledge of Windows XP, Linux, access through SSH, file management , FTP

- XML, XLS, HTML, Java, MS ACCESS, is indispensable

- WEB publishing, Apache, Tomcat, based experience and, familiarity with the Reformed International Patent Classification are highly desirable.

13.      However, familiarization with environment, documentation and procedures are included in the scope of work.  Associated efforts will be considered and agreed upon using the above-mentioned accounting protocol.


Expected IT operations staff style and profile

- Tactful communication in multi-cultural and international environment,

- Ability to follow instructions, scope of work and dedication to meet objectives,

- Excellent knowledge of English (oral and written) and a good knowledge of French would be an advantage.


[Annex II follows]