

ANNEX I
TO REQUEST FOR PROPOSALS N° PCD/07/050

TERMS OF REFERENCE (TOR)
DESCRIPTION OF WIPO REQUIREMENTS

Prepared by the International Bureau



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1. The World Intellectual Property Organization (WIPO) is looking for a subcontractor to perform IT operations in relation with the International Patent Classification (IPC) revision management and IPC master files in authentic languages (English, French). 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. for 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 in particular:
 - The IPC revision management system-RIPCIS,
 - Quality control procedures for Reformed IPC master files,
 - Some of the tools providing transformations of IPC master files (e.g. internet publication, statistics, differences between two consecutives versions of the IPC revision, etc.).
 3. These systems and tools are deployed inside WIPO infrastructure and are available to the company through the public Internet access or secured access. The RIPCIS production system and its reference database are hosted by WIPO. The Contractor shall have access rights compatible with WIPO IT security rules and use of RIPCIS administrator interface. 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, tools and data produced under this framework remain WIPO's 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:

- Cooperate with WIPO IPC Section and assist them in operating RIPCIS for IPC revision data capture,
- Perform all operations related to the generation of IPC master files,
- Run and check outputs of quality control procedures,
- Report bugs and documentation errors to the appropriate WIPO software development partner and, in some cases fix documentation,
- Coordinate software delivery and integration with various sectors in charge of software development inside and outside WIPO,
- Other IT operations support as required.

6. The above-mentioned operations can be carried out locally on 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 (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. The IT operations are indicated under resource “IB_IT” in this planning.

Skills/experience

11. The IT operations support staff must be able to run all parts of the IPC revision management system RIPCIS, some of the tools providing transformations of IPC master files (e.g. internet publication generation, statistics, differences between two consecutive versions of the IPC revision, etc.) developed either by 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 is included in the scope of work. Associated efforts will be considered and agreed upon using the above-mentioned accounting protocol.

Expected 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]