

## **Annex I**

**To Request for Proposals N° PCD/08/028**



## **Terms of Reference**

**for the**

**Translation of Japanese Abstracts, ISRs, SISRs and the  
Provision of Abstract-based Terminological Records**

## 1 INTRODUCTION

### 1.1 The World Intellectual Property Organization

The **World Intellectual Property Organization (WIPO)** is an intergovernmental organization with Headquarters in Geneva, Switzerland. It is one of the 16 Specialized Agencies of the United Nations System. WIPO is responsible for the promotion of the protection of intellectual property throughout the world.

### 1.2 Purpose of the RFP

The purpose of this Request for Proposal is to select a company that will provide WIPO with professional services for the following four components:

- i The translation of Abstracts from Japanese into English;
- ii The translation of Abstracts from Japanese into French,
- iii The translation and transcription of International Search Reports (ISRs) and Supplementary International Search (SIS) Reports from Japanese into English, and
- iv The creation of abstract-based Terminological Records.

It is possible to bid for the entire package (i-iv) or for separate items contained therein (such as the translation of Abstracts into English only). WIPO retains the right not to award any of the components if no satisfactory bids have been received for them.

## 2 TYPE OF DOCUMENT TO BE OUTSOURCED

### 2.1 Abstracts

Scientific and technical abstracts of international patent applications in Japanese are to be translated into English and/or French for the weekly PCT electronic publication,

Each abstract consists of a title; a short summary of the invention indicating the technical field to which the invention pertains, allowing clear understanding of the technical problem, the solution of that problem through the invention and the principal use or uses of the invention; in addition to some text that is part of a drawing. The abstract serves as a scanning tool for the purposes of searching and browsing in the particular art, especially by assisting the scientist, engineer or researcher in formulating an opinion on whether there is a need for consulting the international patent application itself. The description and the claims of the invention will not be transmitted to the supplier.

The abstract is as concise as the disclosure permits (preferably 50 to 150 words in English or when translated into English: however, it is possible that said number of words may be exceeded). Generally, the volume of the text of the abstract, including the title and one of the figures from the drawings (if any) does not exceed what can be accommodated on an A4 sheet of typewritten matter, 1 ½ spaced. Currently, the average length of a Japanese abstract, including the title and text matter in drawings, is the equivalent of approximately 146 words in English.

Samples of Japanese abstracts requiring translation into English and/or French can be found in Tests nos. 1 and 2 attached to Annex II (Response Requirements) to this RFP.

## **2.2 International Search Reports (ISRs) and Supplementary International Search (SIS) Reports**

International Search Reports are established by the Japanese Patent Office (JPO) and are to be translated into English. Although WIPO does not intend to outsource the translation of ISRs from Japanese into English at the present junction, it is possible that the translation of ISRs will be outsourced to external Contractors pursuant to this ISR at a later date.

International Search Reports (ISR-Form PCT/ISA/210) contain citations of documents considered to be relevant and remarks concerning unity of invention and certain claims found to be unsearchable. The Contractor will be required to translate all the pages of the ISR except the first page (page no. 1 of form PCT/ISA/210). The translation must be in the standardized format of form PCT/ISA/210 (the ISR), or on the rare occasions where it is necessary, in the standardized format of form PCT/ISA/203 (Declaration of non-establishment of ISR).

Currently, the average length of an ISR that includes only citation passages is the equivalent of 145 words in English. The text may include English citations which need to be inserted into the translation.

10-15 % of ISRs contain technical and/or legal text matter to be translated in addition to the citation passages. This additional text matter is the equivalent of 150-175 words in English.

A sample of an ISR containing only citation passages that are to be translated into English can be found in Test 3 and a sample of the additional technical text matter in the ISR requiring translation into English can be found in Test 4 attached to Annex II to this RFP (Response Requirements).

From 2009 onwards, a new option for applicants to choose a Supplementary International Search (SIS) Report will become available. It is not yet clear which Intellectual Property Offices will participate in this system. Should the

Japanese Patent Office participate, the Contractor may also be requested to translate Japanese SIS reports. It is expected that SIS reports will be approximately of the same nature and length as the ISRs.

### **3. QUANTITY OF OUTSOURCED DOCUMENTS**

#### **3.1 Abstracts**

Although the numbers of Japanese abstracts outsourced each week for translation into English and/or French will be small initially, e.g. less than 50 files, these volumes are expected to rise as time goes on and may be divided up among several contractors. Figures will, however, vary depending on filing rates. The growth rate for filings of international applications from Japan in 2007 was 9.1 %.

The number of Japanese abstracts outsourced for translation will not normally exceed a certain volume specified by the Contractor, e.g. 25 files per week, unless the Contractor agrees to a request made by WIPO for an increase in this volume. WIPO does not, however, guarantee to meet or exceed said estimated quantities. The number of words per abstract may also vary accordingly.

The supplier will have two calendar weeks to deliver the translated abstracts to WIPO.

#### **3.2 International Search reports and Supplementary International Search (SIS) reports**

As mentioned above, no ISRs and SIS reports are planned to be outsourced under this RFP in the initial stages, but this may change during the course of the contract. For this reason, bids are also requested for these document types.

## **4 FORMAT OF OUTSOURCED DOCUMENTS**

### **4.1 Abstracts**

The abstracts will be transmitted by WIPO to the Contractor in electronic form via a secure server in the form of a ZIP package made available on the WIPO server for Electronic Data Interchange (EDI).

This package will include named ZIP files in RTF format, containing the International Patent Classification code, the title and the body of the abstract, and the drawing(s) (in TIFF format) that are to be translated.

Also included in the package is a list of ZIP files containing the International Application (IA) number and the number of the drawing that is to be published.

### **4.2 International Search Reports (ISRs) and Supplementary International Search (SIS) Reports**

Japanese International Search Reports (ISRs) in PDF format and form PCT/ISA/203 in English in WORD format would be transmitted by WIPO to Contractors via the secure WIPO server for Electronic Data Interchange (EDI). The same would apply to SIS reports.

## **5 FORMAT OF DOCUMENTS RETURNED**

### **5.1 Abstracts**

The translations will be transmitted by the Contractor to WIPO in electronic form via a secure server in the form of a ZIP package. This package will contain the files in RTF format in which translations have been entered in the place of the source text.

The Contractor will also include a list of IA numbers of the documents translated.

If there is any text matter in the drawing which does not have a corresponding reference, the Contractor should add reference numbers, scan the modified drawing sheet, save it as a TIFF file with the same name as the corresponding RTF file, and return both files to WIPO. Any English text included in the drawings should also be incorporated into the translation.

The Contractor is required to submit only the translated texts, drawings and corresponding files to WIPO without the original source document.

## **5.2 International Search Reports (ISRs) and Supplementary International Search (SIS) Reports**

English translations of Japanese International Search Reports would be transmitted by the Contractor to WIPO in WORD and PDF format via the secure WIPO server for Electronic Data Interchange (EDI). The same would apply to SIS reports.

## **6 CONFIDENTIALITY**

All Abstracts, ISRs and SIS Reports are confidential.

The means of transmitting the Abstracts, ISRs and SIS Reports between WIPO and the supplier must be secure.

The Contractor's internal means of handling the Abstracts must also be secure.

The Contractor is expected to sign specific Confidentiality and Security Agreements, copies of which are attached and can be subject to further negotiation.

## 7 QUALITY STANDARD

All translations by the Contractor should be rendered publication-ready, commensurate with what an experienced technical translator can offer. The term "publication-ready" is to be understood to mean that the translation respects the formatting conventions specified by WIPO and has been correctly proof-read to remove typographical, spelling and grammatical mistakes. The translations should be written in clear, correct and readable English, the content and meaning of the original must have been accurately rendered, and a high level of terminological consistency and technical accuracy must be achieved. All translations should be verified by a qualified native speaker of English and/or French to ensure quality.

WIPO will carry out a quality control procedure with regard to the translations received and will apply any measures it deems necessary, including termination of the contract, in order to improve and ensure quality.

The quality control procedure will involve checking a percentage of each batch of translations sent by the Contractor, assessing the translations according to criteria of quality and grading them according to levels of acceptability. If more than 20% of that sample is found not to meet WIPO's quality standards, WIPO reserves the right to return the entire batch to the Contractor. The Contractor will resubmit the failed and returned batch to WIPO within a time-limit agreed to by both parties in writing. WIPO will only pay for a translation batch that has previously failed the WIPO minimum quality standard if the batch is resubmitted to WIPO on schedule and it meets WIPO's minimum standards.

WIPO will also endeavor to provide such guidelines as are deemed necessary to ensure that the Contractor has sufficient guidance with regard to preferred terminology, standard phraseology, background documents and in-house style.



## 8 CREATION OF ABSTRACT-BASED TERMINOLOGICAL RECORDS

Companies entrusted with the translation of Japanese abstracts are requested - but not obliged - to provide WIPO with terminological records for each abstract. They will be provided with access to WIPO's proprietary Patentscope Linguistics Database using SDL multiterm, for this purpose.

Each terminological record will be based on a key term contained in the abstract translated by that company. Normally, each abstract contains three to five key terms.

Before submitting a terminological record, the compiler is requested to verify that the the Patentscope Linguistics Database does not already contain that term.

The format of each terminological record will be established in accordance with the appropriate editing guidelines prepared by WIPO.

The steps involved in creating a terminological record are:

1. Selection of one or more of the subject fields (domain coverage) from the list of 31 subject fields which are included in the termbase reference supplied by WIPO;
2. Selection of the departure language using the appropriate field value (ISO language code) of the "Original Entry Language" field;
3. Entering the term in the original language (i.e. Japanese);
4. Specifying the Term Source, namely the PCT application number;
5. Entering the English translation in the target term field; and

6. Citing the source of the translation in the Term Source field (i.e. citing a patent number, a science or research paper using the ISSN number, the DOI identifier or the publication name and related URL).

A graphic representation of a Japanese-English terminological record is included in Annex II of the RFP.

## **9 INTELLECTUAL PROPERTY**

All translations and terminological records provided by the Contractor(s) will remain the exclusive property of WIPO.

## **10 DURATION OF CONTRACT**

The Contract will be for an initial term of three (3) years, with a possibility of consecutive annual extensions confirmed in writing up to a total length of five (5) years, subject to WIPO exigencies, and complete and satisfactory performance of Contractor's services. The Contract can be terminated at fourteen (14) days' notice.

## **11 ENTRY INTO EFFECT OF CONTRACT**

The contracts for the translation of Japanese abstracts into English and French and the creation of abstract-based terminology records are envisaged to enter into effect no earlier than 1<sup>st</sup> September 2008 and no later than 1<sup>st</sup> January 2009.

## 1) Sample entries

A) Example of a new entry containing a *candidate* Japanese-English term pair with a suggested synonym :

*Note : the hyperlinks must be made active (Multiterm feature)*

Entry number **216**  
Entry class **New**  
Created by *Paris*  
Created on 2004-09-30T14:40:08  
Modified by *provoost*  
Modified on 2008-04-01T12:21:36  
Originator: **TermWeaver**  
Subject Field: **Audio, Audiovisual, Image & Video Tech (AUDV)**  
Original Entry Language: **JA**

**Japanese**

Term **接合レンズ**  
Created by *Paris*  
Created on 2004-09-30T14:40:08  
Modified by *Paris*  
Modified on 2004-09-30T14:40:08  
Term Source: **WO2003/071332**  
Status: *candidate*

**English**

Term **doublet lens**  
Created by *Paris*  
Created on 2004-09-30T14:40:08  
Modified by *Paris*  
Modified on 2004-09-30T14:40:08  
Term Source: **US6744467 (01042008)**  
Status: *candidate*  
Context: **The doublet lens has a concave surface and a convex surface, with the convex surface of the doublet lens being proximate the convex surface of the distal lens.**

Term **cementing lens**  
Created by *Paris*  
Created on 2004-09-30T14:40:08  
Modified by *Paris*  
Modified on 2004-09-30T14:40:08  
Term Source: **Zoom lens, and electronic imaging system using the same - US Patent 7002755 (01042008)**  
Status: *candidate*  
Term Note: **Equivalence obtained from <http://www.optronics.co.jp/lex/> (01042008)**

B) Example of a semi-validated entry containing a validated Japanese-English term pair

Entry number **2845**  
Entry class **Semi-validated**  
Created by *Lari*  
Created on 2007-07-12T15:24:45  
Modified by *Lari*  
Modified on 2007-07-12T15:24:45  
Originator: **TermWeaver**  
Subject Field: **Chemical & Materials Technology (CHEM)**  
Original Entry Language: **EN**

**Japanese**

Term **ブロック共重合体 (ぶろっくぎょうじゅうごうたい)**  
Created by *Lari*  
Created on 2007-07-12T15:24:45  
Modified by *Lari*  
Modified on 2007-07-12T15:24:45  
Term Source: **<http://www.nanonet.co.jp/japanese/mailmag/2004/061a.html> (12072007) ANM**  
Status: *validated*  
Context: **ブロック共重合体による高次構造のデザイン**

**English**

Definition: **An essentially linear copolymer with chains composed of shorter homo-polymeric chains which are linked together. These blocks can be either regularly alternating or random. Such copolymers usually have higher impact strengths than either of the homopolymers or physical mixtures of the two homopolymers.**  
Created by *provoost*  
Created on 2008-04-01T12:21:36  
Modified by *provoost*  
Modified on 2008-04-01T12:21:36  
Definition Source: **<http://composite.about.com/library/glossary/b/bldef-b701.htm>**

Term **block copolymer**  
Created by *Lari*  
Created on 2007-07-12T15:24:45  
Modified by *Lari*  
Modified on 2007-07-12T15:24:45  
Term Source: **US06/48656**  
Status: *validated*

### 3) Record creation steps

A) **Choose a Subject field.** The PatentScopeLinguistics termbase reference, in particular the section on *Subject field coverage and multidisciplinary concept entries*, page 16, guides users on how to choose one or more subject fields.

•

Entry class: New

Originator: External Contributor

Graphic:

Subject Field: Admin, Business, Management & Soc Sci (ADMN)  
Aeronautics & Aerospace Engineering (AERO)  
Agriculture, Fisheries & Forestry (AGRI)  
Audio, Audiovisual, Image & Video Tech (AUDV)  
Automotive & Road Vehicle Engineering (AUTO)  
Chemical & Materials Technology (CHEM)  
Civil Engineering & Building Construction (BLDG)  
Computer Sci, Telecom & Broadcasting (DATA)  
Electrical Engineering & Electronics (ELEC)

Subfield1:

Applicant:

Original Entry Language:

### B) Select the language code for the Original Entry Language field

•

Entry class: New

Originator: External Contributor

Graphic:

Subject Field: Chemical & Materials Technology (CHEM)

Subfield1:

Applicant:

Original Entry Language: AR

Japanese

Definition:

Definition Source:

Term:

Term Source: JA

Status: candidate

Term Acceptability:

Grammar:

AR
DE
EN
ES
FR
JA
RU
ZH

### C) Enter departure language term, here in Japanese

•

Entry class: New

Originator: External Contributor

Graphic:

Subject Field: Chemical & Materials Technology (CHEM)

Subfield1:

Applicant:

Original Entry Language: JA

Japanese

Definition:

Definition Source:

Term: インラインコーティング

Term Source:

Status: candidate

Term Acceptability:

Grammar:

Gender:

D) Cite the patent application or patent publication reference in the Term Source field :

•

Entry class: New

Originator: External Contributor

Graphic:

Subject Field: Chemical & Materials Technology (CHEM)

Subfield1:

Applicant:

Original Entry Language: JA

**Japanese**

Definition:

Definition Source:

Term: インラインコーティング

Term Source: PCT/JP2007/232323

E) Enter the proposed target language equivalent, here in English

Entry class: New

Originator: External Contributor

Graphic:

Subject Field: Chemical & Materials Technology (CHEM)

Subfield1:

Applicant:

Original Entry Language: JA

**Japanese**

Definition:

Definition Source:

Term: インラインコーティング

Term Source: PCT/JP2007/232323

Status: *candidate*

Term Acceptability:

Grammar:

Gender:

Term Type:

Variant Code:

Register:

Context:

Context Source:

Term Note:

**English**

Definition:

Definition Source:

Term: in-line coating

Term Source:

F) Cite the patent reference (or an adequate, reliable reference document) for the target equivalent in the Term Source field and create the hyperlink

**English**

Definition:

Definition Source:

Term: in-line coating

Created by prouquet  
Created on 2008-04-01T15:54:16  
Modified by prouquet  
Modified on 2008-04-01T15:54:16

Term Source: US5453326 (01042008)

**Manage a Hyper Link**

Cross reference

To URL: <http://www.google.com/patents?id=hZYnAAA>

Hyper link

Create Cancel

Term Note: