

WIPO



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GENEVA

**SPECIAL UNION FOR THE INTERNATIONAL PATENT CLASSIFICATION
(IPC UNION)**

IPC REVISION WORKING GROUP

**Thirteenth Session
Geneva, June 13 to 17, 2005**

NEW PROCEDURE FOR THE ADOPTION OF REPORTS

Document prepared by the Secretariat

1. At its twelfth session, held in November-December 2004, the IPC Revision Working Group noted that the International Bureau would develop a new procedure for remote adoption of session reports, using electronic communication means, to be introduced for its thirteenth session (see paragraph 52 of document IPC/WG/12/4).
2. The Annex to this document contains a proposal for such a new procedure, prepared by the International Bureau.
3. *The Working Group is invited to consider and approve the procedure for adoption of reports contained in the Annex to this document.*

[Annex follows]

ANNEX

PROCEDURE FOR THE ADOPTION OF REPORTS

1. Within five working days after the end of a session, the International Bureau will prepare the draft report of said session. This time period might be shortened or extended by the Working Group in view of the workload of the session.
2. The draft report and its Annexes will be posted to a dedicated Working Group project of the IPC e-forum.
3. Offices may submit their comments on the draft report during the five working days after the date of submission of the report. An office might submit several comments, taking into account comments submitted by other offices. Offices are encouraged to directly communicate among themselves in order to submit collective comments.
4. Within three working days after the deadline of submission of comments, the Secretariat, in collaboration with the Chair, would prepare and post the final draft version of the report, including all pertinent proposed amendments, possibly with additional editorial amendments that would improve clarity.
5. The final version of the report would be published on the WIPO IPC website, following the internal procedures of the International Bureau.
6. This procedure will be examined at the fourteenth session of the Working Group and possibly reconsidered in view of the experience accumulated.

[End of Annex and of document]