

PROCEDURES ON THE USE OF THE IPCRMS AND ITS RELATIONSHIP WITH THE IPC E-FORUM

1. Once projects (C, F, M and D) are officially included in the IPC revision program, the International Bureau would immediately create the projects both on the e-forum and in the IPCRMS and notify the Rapporteurs/Translators.
2. The Rapporteurs/Translators will prepare their draft proposals directly in the IPCRMS.
3. Once the Rapporteurs/Translators consider that their draft proposals are ready for discussion, they can change the status from “Draft” to “Propose” to make the proposal visible to all offices in the IPCRMS. In addition, Rapporteurs/Translators should produce a report of their proposals from the IPCRMS and post them as annexes to the e-forum. The format of the annexes to the e-forum should preferably be in DOCX. However, since currently the IPCRMS does not generate reports in this format, but in PDF format instead, the Rapporteurs/Translators could convert the PDF into DOCX or the International Bureau can take over this action.
4. Offices can then submit their comments to the IPCRMS, next to the corresponding proposed amendments. In this case, commenting offices should inform other offices of the fact that they submitted comments to the IPCRMS by using the “Remark” function of the e-forum, e.g. by submitting a remark such as “XX (office code) made comments in the IPCRMS” to the e-forum. If the nature of comments is general and does not fit the particular amendment in the IPCRMS, offices should submit such comments to the e-forum as has been done so far.
5. At the end of each round of comments, the Rapporteurs/Translators will submit new proposals through both the IPCRMS and the e-forum, integrating comments submitted, or, where needed, issuing a rapporteur report to the e-forum. However, within a certain round of comments, the Rapporteurs/Translators may reply to those comments in the IPCRMS, keeping in mind that actions in the IPCRMS should be notified to other offices through the “Remarks” to the e-forum if Rapporteurs/Translators think that those actions should be noted by all offices.
6. Before each session of the IPC Revision Working Group, Rapporteurs should export the latest consolidated rapporteur proposal from the IPCRMS and post it to the e-forum for the discussion during the Working Group; this action is similar to the “Preparatory Technical Annexes” that the International Bureau performed previously with RIPCIS. The format of the annexes posted on the e-forum should preferably be DOCX (see paragraph 3, above).
7. When a project is under consideration during a session, offices will not be able to submit comments or proposals in the IPCRMS. The International Bureau will have the authority to introduce adopted changes and decisions. Exceptionally, the International Bureau may authorize Rapporteur/Translator to introduce modifications to their proposal under consideration.
8. The International Bureau will try, as far as possible, to record decisions during the discussion of a project. Once the discussion and the recording have been completed, the recorded decisions will be available through the IPCRMS in order to allow corrections. During the checking phase, additional corrections may be submitted to the International Bureau as currently. These suggestions for corrections will not be submitted to the IPCRMS but to the e-forum.

9. All completed projects after the May session of the Working Group will be included in the following version of the IPC and will be considered for final checking during the electronic prepublication session in June.

MORE ENHANCED USE OF THE IPCRMS

10. When an office user considers preparing a revision request, he may inform the International Bureau of his intention. The International Bureau would then create a dummy project in the IPCRMS for this purpose. During the draft process by this office user, the users from other offices would not be able to view the amendments within this dummy project, as the introduced amendments should always remain in the "Draft" status.

11. Once the office user considers that the draft amendments are ready, he could export the draft amendments from the IPCRMS and then post it to the e-forum, e.g. under project [CE 020](#), as a revision request (in the format as described in paragraph 3, above).

12. Once the revision request becomes a revision project at a later stage, the International Bureau could take care of the transfer of all the draft amendments (still in "Draft" status) from the dummy project to the official revision project, without additional effort by the office user.

13. The office user would then follow the procedures described in paragraphs 3 to 9, above, for follow-up actions.

OTHER PROCEDURAL MATTERS

14. The following procedural matters should also be observed:

- (a) Initial revision proposals must be submitted to the e-forum six weeks before the sessions of the Working Group take place in order to be included into the agenda of the Working Group for discussion;
- (b) Proposals and comments on the existing projects should be submitted at least two weeks before the sessions of the Working Group take place in order to be considered during these sessions;
- (c) The International Bureau currently sets up deadlines for actions on the e-forum according to subparagraphs (a) and (b), above. However, the International Bureau will monitor the activities on the e-forum in a stricter manner and apply the principles according to the said subparagraphs (a) and (b), above; and
- (d) Offices are strongly invited to respect the deadlines for actions set up on the e-forum.

The procedures described above could be further improved once offices and the International Bureau have gained greater experience in using the IPCRMS and the e-forum.

[End of Annex III and of document]