English Language
The upward curving lines of the World Intellectual Property Organization’s logo evoke human progress driven by innovation and creativity.

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**Committee on WIPO Standards (CWS)**

**Eleventh Session**

**Geneva, December 4 to 8, 2023**

# Proposal for the guidelines for the data cleaning of names

*Document prepared by the Name Standardization Task Force Co-Leaders*

# BACKGROUND

At its fifth session of the Committee on WIPO Standards (CWS), held in 2017, a new Task was added to the CWS work program: Task No.55. The Name Standardization Task Force was created at the same session and assigned this Task No. 55, the description of which was:

“*Envisaging developing a WIPO standard assisting Industrial Property Offices (IPOs) in providing better “quality at source” in relation to applicant names, prepare a proposal for future actions aimed at the standardization of applicant names in IP documents and present it for consideration by the CWS.*”

(See paragraphs 85 to 88 of document CWS/5/22.)

At its seventh session in 2019, the CWS noted that the Secretariat had circulated a survey on the use of identifiers for applicants by Industrial Property Offices (IPOs) in November 2018, as agreed at the sixth session of the CWS. Since the survey on the use of identifiers was completed, the Task Force proposed to revise the description of Task No. 55 by reference to this survey. The CWS approved the revised description of Task No. 55, which now reads:

*“Envisaging developing a WIPO standard assisting Industrial Property Offices (IPOs) in providing better ‘quality at source’ in relation to applicant name, prepare a proposal for future actions aimed at the standardization of applicant names in IP documents and present it for consideration by the CWS.”*

(See paragraphs 72 to 79 of document CWS/7/29.)

A workshop was hosted by the International Bureau in 2019 to discuss name standardization issues. Speakers were invited from both Offices and industry to share practices and possible solutions. At this workshop, the International Bureau noted that IPOs had many different approaches to data cleanup for name standardization.

Further details regarding the progress made by the Task Force since the last session of the CWS on their work-plan can be found in document CWS/11/22.

# PROPOSED GUIDELINES

The Name Standardization Task Force, under the framework of Task No. 55, prepared a final proposal for a set of guidelines to support IPOs undertaking name data cleaning. These guidelines are provided as the Annex to the present document.

These guidelines were prepared to provide general and high-level recommendations. Variations in factors such as legal requirements, data practices, the purpose of the clean-up, the intended use of the data, resource requirements, and technical considerations mean that there is no single approach that works best across all IPOs. These recommendations are intended to reflect general practices that can be applied at any IPO in support of cleaning customers’ name data, which in turn supports better name standardization and name matching techniques by downstream users.

The Task Force notes that WIPO Standard ST.20 provides recommendations to produce indexes to patent documents disclosing names of applicants and other customers, and to promote a uniform presentation of names occurring in these indexes, as well as a uniform method of ordering the names in the index itself. The finalized guidelines therefore will include a reference to this Standard and supports its use.

If approved by the CWS at the current session, it is proposed that the CWS requests the Secretariat to publish these guidelines in Part 3 of the WIPO Handbook at: <https://www.wipo.int/standards/en/part_03_standards.html>.

*The CWS is invited to:*

1. *take note of the content of the present document and the Annex to the present document; and*
2. *consider and approve the guidelines as referenced to in paragraphs 5 to 7 above and as reproduced in the Annex to the present document; and*
3. *request the Secretariat to publish the guidelines in Part 3 of the WIPO Handbook as referred to paragraph 8 above.*

[Annex follows]