

CWs/13/31 Rev. 2

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# Committee on WIPO Standards (CWS)

**Thirteenth Session**

**Geneva, November 10 to 14, 2025**

CWS WorK Program

*Document prepared by the Secretariat*

## summary

The document summarizes the updated Work Program and Task List of the Committee on WIPO Standards (CWS) for consideration at this session, including the Secretariat’s analysis on the complexity and activity level of CWS Tasks with a proposal for Task prioritization.

## Introduction

At its twelfth session in 2024, the CWS considered the Work Program and Task List of the CWS, which were provided in the Annex to document CWS/12/2 Corr. There were 19 active Tasks and two in abeyance defined in the Task List, where 14 Tasks were assigned to a specific Task Force and five Tasks remained unassigned. The Committee also considered proposals to add three new Tasks and reviewed activities relevant to all active Tasks. The Committee approved the revised list of Tasks, as presented in Annex II of document CWS/12/29, including one new Task No. 67 and four revised Tasks. In total, 22 Tasks, including two held in abeyance, remain in the Work Program.

At the same session, the CWS noted the analysis by the Secretariat of the resources required for each of the Tasks, in terms of complexity and estimated activity level. The activity level for each Task was categorized as “very active”, “active”, “occasional” and “inactive” while the categories for the complexity were “complex”, “medium” and “simple”. The Secretariat published the results of its analysis as document CWS/12/4A-IB on the meeting page. The CWS agreed that the Secretariat prepare an analysis of complexity and estimated activity level for each of the Tasks in the consultation with Task Forces Leaders and include the information in the Task List for consideration at the thirteenth session of the CWS (see paragraph 22 of document CWS/12/29).

With regard to the prioritization of CWS Tasks, at its twelfth session, the CWS noted the results of the informal survey on the prioritization of CWS Tasks, and the analysis of the feedback provided by the 21 participating Offices, which were presented in document CWS/12/3. The CWS agreed to review the priority of each Task in light of the informal survey results when it considers its Work Program. The CWS also agreed that the Secretariat conduct an annual review of the activities of all CWS Tasks in consultation with the CWS Task Forces and then propose which Task(s) can be held in abeyance or should be considered a priority (See paragraphs 23 to 27 of document CWS/12/29.)

### CWS Task Force Membership

At its twelfth session, the CWS noted that the Secretariat had conducted an audit of Task Force membership in 2024 and removed entries which were no longer valid. For more effective communication with the Members and Observers of Task Forces, the Secretariat conducted the annual membership cleaning process, in consultation with all Task Forces’ members and observers. The renewed CWS Task Force membership is available on WIPO website at: <https://www.wipo.int/en/web/cws/taskforce/members>. Thirteen CWS Task Forces are currently active. Subject matter experts from 69 CWS Members and three Observers participate in the Task Forces. It should be noted that eight new IP offices have joined the CWS Task Forces from the following countries since the last session of the CWS: Ghana (GH), Greece (GR), India (IN), Iran, (IR), Jordan (JO), Peru (PE), Tajikistan (TJ) and Uruguay (UY). In order to encourage more IP offices to participate in the CWS Task Forces, the Secretariat proposes to issue a CWS circular inviting IP offices to nominate their subject matter experts to the CWS Task Forces.

## Report on the activities of CWS Work Program

Since the twelfth session of the Committee, the CWS Task Forces have worked under the respective Task(s) of the CWS Work Program approved at the twelfth session of the CWS. As the CWS requested at its tenth session, the Secretariat organized a series of Quarterly Review meetings in 2025 where the progress made on CWS Tasks was presented by Task Force Leaders. All CWS Task Force Members and Observers are invited to the Quarterly Review meetings. During these meetings, participants noted the reported progress on the current CWS Tasks presented by Task Force Leaders using the following common template:

* Objectives;
* Relevant actions for 2025 and the upcoming year;
* Potential challenges or dependencies; and
* Progress evaluation.

To assist members of the CWS Task Forces, the Secretariat circulated the schedule of the WIPO Standards related meetings for 2025 and the latest updated meeting calendar, i.e., circular C.CWS 190 Rev. is published on the CWS webpage at: <https://www.wipo.int/en/web/cws/circulars/index#circ2025>. Three workshops and 41 meetings were organized or scheduled in 2025. In addition, the Secretariat organized a number of informal meetings among interested Offices on specific topics to find solutions or prepare proposals for consideration by the Task Forces.

At the current session, all 13 active Task Forces will report on their activities and progress made on their assigned Task(s) since the twelfth session of the CWS. If no specific Task Force is assigned, then progress on these Tasks is provided in the Annex to the present document.

### Current Tasks List

The Secretariat has prepared a new revised Task List for consideration by the CWS, as presented in Annex I to the present document. For each Task, the Annex includes the following information:

* Task description;
* Task Force / Task (Force) leader;
* Scheduled actions to be carried out;
* Remarks and historical details; and,
* Where appropriate, proposals for consideration and decision by the CWS at the current session.

The list of currently active Tasks is published on the webpage of CWS Work Program Overview at: <https://www.wipo.int/en/web/cws/work-program>. Detailed information on the Task Forces is available on the webpage of the CWS Task Forces at: <https://www.wipo.int/en/web/cws/taskforce/index>. The contents of the work program web page will be reviewed and updated after the thirteenth session to reflect any agreements made by the CWS.

## ANALYSIS OF task complexity and activity level, and Proposal for Task prioritization

Following the decisions made at the twelfth session of the CWS, the Secretariat analyzed the complexity and activity level of each Task, taking into account feedback from the CWS Task Force leaders. The activity level and complexity of each Task was categorized as follows:

* Activity level: ‘very active’, ’active’, ’occasional’, ‘ad-hoc’ and ‘in abeyance’; and
* Complexity: ‘low’, ‘medium’, ’high’ and ‘not applicable’.

The Secretariat also conducted an annual review of all CWS Tasks in consultation with the CWS Task Force leaders, with a view to proposing the Tasks that should be prioritized or else held in abeyance. Prioritized Tasks are identified as ‘essential’ and ’important’. ‘Essential’ Tasks are related to WIPO Standard(s) or recommendations which are under the discussion by IP offices for harmonious implementation. ‘Important’ Tasks are those which are considered a priority in terms of developing or revising WIPO Standards or sharing Offices’ practices on WIPO Standards or recommendations in 2026.

The Secretariat presents the outcome of its analysis of Task complexity and activity level, as well as a proposal for the Task prioritization in Annex II to the present document.

*The CWS is invited to:*

1. *note the content of the present document;*
2. *consider the Task List as presented in Annex I to the present document;*
3. *approve the Secretariat to incorporate the agreements reached at this session in the CWS Work Program and the CWS Work Program Overview, and publish them on WIPO website as described in paragraph 10 above;*
4. *consider the proposal to encourage more IP offices to participate in the CWS Task Forces and request the Secretariat to issue a CWS circular inviting IP offices to nominate their subject matter experts to the CWS Task Forces, as referred to in paragraph 5 above; and*
5. *consider the analysis of Task complexity and activity level, and the proposal for Task prioritization as described in paragraphs 11 to 13 above and presented in Annex II to the present document.*

[Annex I follows]