

Committee on WIPO Standards (CWS)

Fourteenth Session
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REPORT ON TASK NO. 50 BY THE PART 7 TASK FORCE

Document prepared by the International Bureau

SUMMARY

1. This document reports on the work carried out by the Part 7 Task Force under Task No. 50 since the thirteenth session of the Committee on WIPO Standards (CWS), including the summaries of survey results concerning citation practices, the revision of Part 7.3 of the WIPO Handbook on Intellectual Property Information and Documentation, and the implementation of the hybrid approach for maintaining Parts 7.1, 7.2.6 and 7.2.7. This document also presents draft templates and guidelines for future updates of Parts 7.1, 7.2.6 and 7.2.7, proposes that Part 7.1 be published as a searchable online table and sets out the proposed work plan for 2027.

BACKGROUND

2. At its ninth session in 2021, the CWS approved the revised work plan for updating Part 7 of the WIPO Handbook, including a survey on calendar dates to be conducted in 2022. The CWS also approved a simplified process for updating Part 7, under which survey results would be collected and published directly, without requiring the questionnaire or results to be submitted to the CWS for formal approval. In addition, the CWS requested the Task Force to schedule an update of Part 7.9 on citation practices. (See paragraphs 112 to 114 of document CWS/9/25.)

3. At its tenth session in 2022, the CWS considered and approved the updated work plan of the Part 7 Task Force, reproduced in the table below (see paragraph 112 of document CWS/10/22).

Section	Topic	Last Published	Status
Part 7.9	Citation practices	2008	Update in 2023
Part 7.6	Bibliographic information in patent gazettes	1990	Update in 2023
Parts 7.2.6 and 7.2.7	Application numbering — current and former practices	2017	Update in 2024
Part 7.3	Examples and kinds of patent documents	2016	Update in 2025

4. The CWS noted that the two planned surveys to update Parts 7.6 and 7.9 of the WIPO Handbook would be conducted using the simplified process approved at its ninth session. Under this process, the results would be collected and published without submitting the questionnaire or raw results to the CWS for approval. Instead, the analysis of the survey results would be submitted to the CWS for consideration and approval (see paragraph 114 of document CWS/9/25). The CWS would be informed of the results published at its subsequent session.

5. At its eleventh session in 2023, the CWS approved the revised description of Task No. 50, which reads:

“Ensure the necessary maintenance and updating of surveys published in Part 7 of the WIPO Handbook on Intellectual Property Information and Documentation.”

6. At the same session, the CWS agreed to postpone discussions on the revision of WIPO Standards ST.11 and ST.19. Consequently, it also postponed the planned survey to update Part 7.6 of the WIPO Handbook. The survey on citation practices, intended to support the update of Part 7.9, was likewise postponed.

7. At its twelfth session in 2024, the CWS noted that the Part 7 Task Force would prepare a proposal to revise Part 7.3 of the WIPO Handbook for presentation at the thirteenth session. The CWS also approved conducting a survey to support updates to Parts 7.2.6 and 7.2.7 of the Handbook in 2025 and requested the Part 7 Task Force to report the survey results at the thirteenth session. (See paragraphs 43 and 44 of document CWS/12/29.)

8. At its thirteenth session in 2025, the CWS requested its Members to verify the information on their current and former application and priority numbering practices, as published respectively in Annexes I and II of document [CWS/13/5-INF](#), and to submit any necessary corrections or updates to the Secretariat by November 21, 2025. The CWS further requested the Secretariat to compile and publish the updated information in Parts 7.2.6 and 7.2.7 of the WIPO Handbook after that date. (See paragraphs 32 and 33 of document CWS/13/33.)

9. At the same session, the CWS approved a hybrid approach for updating Part 7.3 of the WIPO Handbook, combining periodic surveys with ad hoc submissions from the intellectual property (IP) offices whenever updates are required. The CWS approved the revised template for this purpose and requested the Secretariat to update Part 7.3 accordingly. It also approved the extension of the hybrid approach to Parts 7.1, 7.2, and 7.6 of the WIPO Handbook and requested the Secretariat to prepare corresponding templates for collecting the information required for those Parts. (See paragraphs 36 and 37 of document CWS/13/33.)

10. At its thirteenth session, the CWS also approved the revised survey questionnaire on citation practices and requested the Secretariat to issue a circular inviting IP offices to respond. The survey results would be used to update Part 7.9 of the WIPO Handbook. (See paragraphs 39 and 40 of document CWS/13/33.)

PROGRESS REPORT ON TASK NO. 50

Objectives

11. The objective of the Part 7 Task Force is to maintain and update surveys published in Part 7 of the WIPO Handbook.

Potential challenges or dependencies

12. The Task Force has identified the following challenges and dependencies that may affect the timely and effective completion of its work:

- Participation in this task has been limited, possibly because some IP offices assign it a lower priority. This may reduce the diversity of input and delay progress on related activities; and
- The quality and representativeness of survey results depend on receiving sufficient and substantive responses from IP offices. A low response rate could limit the value of the data collected.

Progress evaluation

13. Since the last session of the CWS, the Part 7 Task Force held a meeting on June 3, 2026 and continued its work focused on the following items:

- Discussion on the results of the survey on citation practices in IP offices;
- Discussion on the update of Part 7.3 of the WIPO Handbook, concerning examples and kinds of patent documents; and
- Discussion on the templates for implementing the hybrid approach to updating Parts 7.1, 7.2, and 7.6 of the WIPO Handbook.

Survey concerning citation practices in intellectual property offices

14. Following the CWS decision, the Secretariat issued in March 2026 a circular [C.CWS 205](#), inviting IP offices to participate in the *Survey concerning citation practices in Intellectual Property offices*. The survey was conducted from March to June 2026 and received responses from 55 Offices and the Secretariat presented the preliminary results to the Part 7 Task Force.

15. The survey findings indicated support among respondent Offices for revising WIPO Standard ST.14 to include guidance on referencing cited machine translations. On the basis of these findings, the Secretariat proposes the creation of a new CWS task to revise WIPO Standard ST.14. A detailed analysis of the survey, together with the proposal to establish a new CWS task, is presented in document CWS/14/20.

Update of Part 7.3 of the WIPO Handbook

16. Following the CWS decision, the Secretariat issued in July 2026 a circular [C.CWS 214](#), *Update of Part 7.3 of the WIPO Handbook*, inviting IP offices to submit updated information for Part 7.3 using the available template. The survey was conducted from July to August 2026, and 18 responded submitted updated information for publishing to the Part 7.3 of the WIPO Handbook.

17. Part 7.3 of the WIPO Handbook is currently published in two complementary Portable Document Format (PDF) sections. Part 7.3.1 presents examples of patent documents organized according to the kind-of-document codes used by IP offices in accordance with WIPO Standard ST.16. Part 7.3.2 provides an inventory by issuing IP office, including the applicable WIPO Standard ST.16 codes, references to relevant patent legislation, publication details, information on the use of the codes and samples of first pages.

18. To simplify maintenance and eliminate duplication between the two extensive static tables, the Secretariat proposed merging Parts 7.3.1 and 7.3.2 into a single online resource entitled “*Part 7.3: Inventory and examples of kinds of patent documents issued by intellectual property offices*”. The Part 7 Task Force considered and agreed on the Secretariat’s proposal to replace the existing PDF tables with the consolidated dynamic table. Under the new format, the information contained in Parts 7.3.1 and 7.3.2 will be consolidated into a single Part 7.3, with sortable records. As the dynamic table may be updated at any time under the hybrid approach, without awaiting a circular from the Secretariat, each record will include a “Last Updated” date. Further details are provided in document CWS/14/19.

Hybrid approach to updating Parts 7.1, 7.2.6 and 7.2.7 of the WIPO Handbook

19. In accordance with the decision taken by the CWS at its thirteenth session, the Part 7 Task Force considered the application of the hybrid approach to Part 7.1, concerning the representation of calendar dates, and to Parts 7.2.6 and 7.2.7, concerning current and former application and priority application numbering practices. Under this approach, Offices may submit updates whenever they introduce a new practice or identify a change or correction to previously published information.

20. To support the initial review and subsequent maintenance of Part 7.1 of the WIPO Handbook, the Secretariat prepared a draft template together with accompanying guidelines. These materials establish a consistent framework for Offices to verify the information published therein, report on their practices, and submit any additions or amendments. The template for Part 7.1 is reproduced in the Annex to this document.

21. Part 7.1 of the WIPO Handbook covers the formats used by Offices to represent calendar dates in intellectual property documents, systems and publications, and was last updated in January 2023. In accordance with the hybrid approach approved by the CWS at its thirteenth session, the Secretariat proposes that, following its approval, the template be published on the Part 7 website and made available to Offices for the submission of updates, as necessary.

22. To facilitate access to and use of the information, the Secretariat further proposes publishing Part 7.1 as a searchable online table based on the format adopted for the revised Part 7.3. Users would be able to search and sort records by IP office and other relevant fields, and each record would include a “Last Updated” date. If this proposal is approved by the CWS, the Secretariat will prepare the table using the information submitted through the approved template and incorporate subsequent updates received.

23. As the survey on current and former application and priority application numbering practices was conducted in 2025, no further survey is proposed for 2027. Instead, the templates used to collect information for Parts 7.2.6 and 7.2.7 during the 2025 survey will be made available to Offices for the submission of updates. Offices will be invited to notify the Secretariat, on an ad hoc basis, of any changes or corrections. Subject to the approval of the CWS, the respective templates for [Part 7.2.6 template](#) and [Part 7.2.7 template](#) will be published on the WIPO website on Part 7 of the WIPO Handbook at: https://www.wipo.int/en/web/standards/part_07.

Suspension of work on updating Part 7.6 of the WIPO Handbook

24. With regard to Part 7.6, concerning bibliographic information published in patent gazettes, the Part 7 Task Force supported the International Bureau's proposal to suspend further work pending consideration of a possible revision of WIPO Standard ST.19, to which Part 7.6 refers. This would avoid updating the Handbook on the basis of requirements that might subsequently be revised.

Proposal for applying the hybrid approach for Parts 7.4 and 7.11 of WIPO Handbook

25. Building on the hybrid approach approved for other sections of Part 7, the Secretariat proposes that the Part 7 Task Force analyze the possibility of extending this approach to Part 7.4, concerning the presentation and content of industrial design and trademark gazettes, and to Part 7.11, concerning the availability of patent information in machine-readable form; prepare the corresponding templates; and present them at the fifteenth session of the CWS.

WORK PLAN

26. The proposed work plan for 2027 is as follows:

Section	Topic	Action Item
WIPO Handbook Part 7.1	Representation of calendar dates — variations in the representation of Gregorian calendar dates in industrial property documents and official gazettes	Publish the collected information in a searchable table format similar to Part 7.3 of the WIPO Handbook.
WIPO Handbook Parts 7.2.6 and 7.2.7	Current and former application, and priority numbering practices	Update both Parts using the hybrid approach approved by the CWS.
WIPO Handbook Part 7.4	Corrections, alterations and supplements relating to patent information	Prepare the template for hybrid approach update and present to the fifteenth session of the CWS.
WIPO Handbook Part 7.11	Optical Character Recognition (OCR) practices	Prepare the template for hybrid approach update and present to the fifteenth session of the CWS.

27. *The CWS is invited to:*

(a) *note the contents of the present document and its Annex;*

(b) *consider and approve the proposed templates for updating Parts 7.1, 7.2.6 and 7.2.7 of the WIPO Handbook, as referred to in paragraphs 20 and 23 above and reproduced in the Annex to the present document;*

(c) *consider and approve publication of the Part 7.1 of the WIPO Handbook in a searchable table as indicated in paragraph 22 above;*

(d) *encourage its Members to inform the Secretariat, using the approved templates, of any subsequent changes or corrections concerning the information published in Parts 7.1, 7.2.6 and 7.2.7, in accordance with the hybrid approach;*

(e) *request the Task Force to analyze a possible hybrid approach to updating Part 7.4 and Part 7.11 of the WIPO Handbook, if appropriate, prepare the respective template and present it to the fifteenth session of the CWS; and*

(f) *consider and approve the proposed work plan for 2027, as referred to in paragraph 26 above.*

[\[Annex follows\]](#)

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