

## Committee on WIPO Standards (CWS)

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### MAINTENANCE AND UPDATE OF SURVEYS PUBLISHED IN THE WIPO HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

*Document prepared by the Secretariat*

#### INTRODUCTION

1. Part 7 of the WIPO *Handbook on Industrial Property Information and Documentation* (WIPO Handbook) contains 19 surveys related to different aspects of industrial property office (IPO) practices. These surveys have been conducted and published upon request by the Committee on WIPO Standards (CWS) and its predecessor bodies. Part 7 of the WIPO Handbook constitutes an important source of information on, for example, application and publication numbering systems, kinds of patent documents issued by IPOs, formats of dates, optical character recognition practices, codes used by IPOs internally, and correction and citation practices, as well as other matters related to patent, trademark and industrial design information.
2. The purpose of conducting a survey has been, in general, to respond to the need of having concrete examples and information about IPO practices that the CWS or its predecessor bodies considered of interest to the users of industrial property (IP) information. These materials could also provide a basis for the preparation of proposals for new standards, or for the revision of existing Standards, as well as for explaining how a particular Standard is implemented in different IPOs. It should be noted that there are also surveys not directly related to any particular WIPO Standard (e.g. Part 7.7 of the WIPO Handbook “Supplementary Protection Certificates (SPCs)”).

3. Once a survey has been completed and published, the question of subsequent maintenance and update is usually left open and is addressed differently for different surveys. At present, there is no uniform approach to ensuring the maintenance and update of surveys published in Part 7 of the WIPO Handbook.

4. In order to avoid possible inconsistencies and to ensure that the information contained in Part 7 of the WIPO Handbook is relevant, up-to-date and not repetitive, the International Bureau proposes to address the question of maintenance of surveys in its integrity and invites the CWS to consider the proposals presented in paragraphs 10 to 14, below.

#### CURRENT SITUATION

5. Survey results, as initially published, provide complete and accurate reflection of IPO practices as they were in place at the moment of conducting the survey. However, several years after its publication, the survey might become outdated or incomplete, as a result of changes in IPO practices.

6. If the update of the information is required for supporting ongoing work of the Committee, the CWS either initiates the complete update of the corresponding survey (sometimes amending the questionnaire in order to focus on issues relevant for the current discussion), or requests the International Bureau to conduct a new survey to replace the outdated one. Such complete updates are not so common and, although having the advantage of being comprehensive, are rather time consuming, work-intensive and usually require contributions from all IPOs involved even if their practices have not changed.

7. If, at a certain moment, the International Bureau becomes aware of changes in practice of an IPO that are relevant to a specific survey, it carries out a partial *ad hoc* update upon request and in collaboration with interested IPOs (e.g. updates of Part 7.3 “Examples and Kinds of Patent Documents” in 2011 and 2014). Updates of this type take considerably less time than the one described in the previous paragraph, but their result is not comprehensive, i.e., while some entries are brought up-to-date, others are not. It leads to a situation where a survey, in particular its publication date, might be confusing since it is not clear whether the entries which were not covered by the update are still accurate, or that some of them should also have been amended, but they were not.

8. A possible response to this situation is to carry out regular updates of these surveys inviting all IPOs to revise corresponding entries and inform the International Bureau on the changes to be reflected, if any. This approach would ensure a better level of reliability of information and timely publication of the accurate information. The International Bureau would propose that this procedure apply, for example, to Part 7.3, Part 7.2.6 and other surveys of Part 7 of the WIPO Handbook (see Annex I for further details).

9. There are a number of surveys for which the approach described in paragraph 8, above, cannot be applied. These surveys contain qualitative and statistical analysis of the responses provided by IPOs, and present the summary of the situation at a given time, which makes a partial update almost impossible and very time consuming. (See, for example, Part 7.2.5 “Survey on application numbering systems”.)

## PROPOSAL

10. Having the above considerations in mind, the International Bureau has reviewed all surveys published in Part 7 of the WIPO Handbook in order to present a proposal for their maintenance and update. Details concerning each survey and issues relevant for their respective updates are available in Annex I to the present document. Summarizing the results of the exercise, from the maintenance point of view, all surveys could be grouped as follows:

- (a) recent surveys which contain up-to-date information and do not require updates so far; such surveys should be kept in the WIPO Handbook and eventually updated completely upon request by the CWS. The corresponding questionnaire may also be amended if the CWS so decides;
- (b) surveys requiring regular checking and subsequent updates (see paragraph 8, above);
- (c) surveys which contain relevant information, but whose subject matter is covered by more recent surveys; relevant information should be transferred to related (recent) surveys, wherever possible; and
- (d) surveys related to a specific issue which was a matter of discussion in the past, but which have not been updated and are no longer relevant; such surveys should be moved to the Archive.

11. In order to better reflect the actual IPO practices, an important volume of information should be updated and, for some surveys, it would be necessary to amend the corresponding questionnaire. To ensure the continuous maintenance and update of all surveys published in Part 7, the International Bureau proposes to create a new task to ensure the necessary maintenance and update of surveys published in Part 7 of the WIPO Handbook.

12. If the new task is created, the International Bureau is ready to lead it, i.e., to continue being responsible for the maintenance and publication of surveys in Part 7 of the WIPO Handbook. The new task should be considered of a continuous nature and the International Bureau should report to the CWS at every session on the work done.

13. A tentative work plan for updating Part 7 of the WIPO Handbook, including proposed detailed actions for the next year (the year following CWS/4BIS), is provided in Annex II to the present document. The execution of this plan will depend on the availability of resources and the definition of priorities in line with future decisions of the CWS.

14. In order to ensure the necessary involvement of IPOs in this activity, the International Bureau proposes to create a Task Force (Part 7 Task Force) for discussing issues related to the task, including the preparation of proposals for consideration by the CWS, and for carrying out eventual consultations that the Task Force leader may need.

## PROGRESS SINCE MAY 2014

Updates of Part 7.3

15. The International Bureau issued Circular C.CWS 50 of December 9, 2014, informing Member States about the partial update of Part 7.3 “Examples and Kinds of Patent Documents” carried out in 2014. The following entries were amended during this update: Cuba, Republic of Moldova, Russian Federation, Soviet Union, Spain and United Kingdom; also, the former Part 7.3.3 of the WIPO Handbook was incorporated in Part 7.3.2 in order to facilitate access to corresponding samples of first pages.

16. Circular C.CWS 50 also invited all CWS members and observers to check whether the corresponding entries were accurate and up-to-date and send the feedback to the International Bureau. As a result, the following three entries were amended: Australia, Spain and Sweden. The current version of Part 7.3 was published in the WIPO Handbook in May 2015.

New entry in Part 7.2.6

17. In January 2015, Part 7.2.6 of the WIPO Handbook “Numbering of applications and priority applications – current practices” was updated to include the information about application numbering practices of the European Patent Office.

New online survey tool

18. In order to optimize costs and resource allocation, the International Bureau has decided to replace online survey tool “Interview”, which was used for collecting information for Part 7 of the WIPO Handbook in 2012 (Part 7.11) and 2013 (Part 7.2.5), by “Opinio”. “Opinio” is an online survey tool, which has been successfully used by various divisions in WIPO and other organizations; it was tested and proved to be suitable for the needs of CWS surveys. The International Bureau plans to conduct the next survey “Numbering of applications and priority applications – former practices” using “Opinio”.

## REQUIREMENTS FOR NATIONAL REGISTERS

19. The International Bureau was informed by the Patent Documentation Group (PDG) that its members were facing certain difficulties when accessing patent information via national patent registers. The letter from the PDG is reproduced in Annex III to the present document.

20. The PDG drafted general recommendations, from the perspective of the user community, on content and features of national and regional patent registers and requested WIPO to share these recommendations with IPOs (see Annex III).

21. In addition to that, the PDG proposed to survey national and regional patent offices on content, functionalities and offices’ plans with respect to patent registers. The survey (not only the result) can be relevant for the work of the Legal Status Task Force and, in the future, may provide basis for developing recommendations on the content and functionality of national (regional) patent registers (see Annex III for further details).

22. *The CWS is invited to:*

*(a) note the information contained in Annex I to the present document;*

*(b) consider and approve the specific proposal(s) for each survey that are stated in Annex I to the present document, and, in particular, provide guidance with respect to Parts 7.6 and 7.7 of the WIPO Handbook;*

*(c) note the tentative work plan for updating Part 7 of the WIPO Handbook, in particular, the actions to be carried out following the reconvened fourth session of the CWS, as provided in Annex II to the present document;*

*(d) consider and approve the creation of the following new task “Ensure the necessary maintenance and update of surveys published in Part 7 of the WIPO Handbook on Industrial Property Information and Documentation”, as referred to in paragraph 11, above;*

*(e) consider and approve the establishment of a new Task Force, as referred to in paragraph 14, above;*

*(f) designate the International Bureau as the Task Force leader;*

*(g) if it is decided to keep Part 7.7 in the WIPO Handbook (see paragraph 22 (b), above) and to establish a new Part 7 Task Force (see paragraph 22 (e), above), agree on the scope of the survey (see Annex I, Part 7.7) and request the Task Force to review the questionnaire and present the proposal at the next session of the CWS;*

*(h) note the progress in maintenance of Part 7 of the WIPO Handbook since May 2014 (see paragraphs 15 to 18, above);*

*(i) note the request and information provided by PDG concerning the requirements for national and regional patent registers (see paragraphs 19 to 21, above) and consider whether this issue should be included in the Work Program of the CWS; and*

*(j) request the International Bureau to report on the progress with the update of Part 7 of the WIPO Handbook at the next session of the CWS.*

[Annex I follows]

## **STATUS AND FURTHER ACTIONS PROPOSED WITH RESPECT TO SURVEYS PUBLISHED IN PART 7 OF THE WIPO HANDBOOK**

This document provides detailed proposal for the update and keeping up-to-date of Part 7 of the *WIPO Handbook on Industrial Property Information and Documentation* (WIPO Handbook). The information related to every survey is presented as follows:

- Survey title and the year of publication of the current version.
- “Related Standards” – list of WIPO Standards directly related to the survey.
- “Related surveys” – list of other surveys published in Part 7 of the WIPO Handbook directly related to the survey, e.g., complementing it, addressing the same or similar issues, etc.
- “Group” – as explained in paragraph 10 of the main part of this document:
  - (A) recent surveys which contain up-to-date information and do not require updates so far; they should be kept in the WIPO Handbook and eventually updated completely upon request by the CWS. The corresponding questionnaire may also be amended if the CWS so decides;
  - (B) surveys requiring regular checking and subsequent updates;
  - (C) surveys which contain relevant information, but whose subject matter is covered by more recent surveys; relevant information should be transferred to related (recent) surveys, wherever possible; and
  - (D) surveys related to a specific issue which was a matter of discussion in the past, but which have not been updated and are no longer relevant; such surveys should be moved to the Archive.
- “Remarks” – additional information related to the survey.
- “Proposal” – actions with respect to each survey proposed to be considered by the CWS.

#### PART 7.1 REPRESENTATION OF CALENDAR DATES - VARIATIONS IN THE REPRESENTATION OF CALENDAR DATES BASED ON THE GREGORIAN CALENDAR, AS PRINTED IN INDUSTRIAL PROPERTY DOCUMENTS OR IN OFFICIAL GAZETTES

Current version published in 1997

Related Standards: ST.2  
Related surveys: Part 7.2.3  
Group: B  
Remarks: The subject is relevant, but the information is not updated  
Proposal: Part 7.1 should be updated.

#### PART 7.2.1 PRESENTATION OF APPLICATION NUMBERS

Current version published in 2005

Related Standards: ST.10/C (reference to the survey in paragraphs 6b and 12a)  
Related surveys: Part 7.2.6, Part 7.2.7  
Group: C  
Remarks: The information is quite out of date. The scope is completely covered by the survey on numbering of applications and priority applications (Part 7.2.6 and Part 7.2.7)  
Proposal: The information contained in the survey should be reflected in Part 7.2.6 and Part 7.2.7;  
Part 7.2.1 should be subsequently removed from the WIPO Handbook and moved to the Archive; and  
reference to this survey should be adapted in ST.10/C accordingly (editorial change).

#### PART 7.2.2 SURVEY OF NUMBERING SYSTEMS USED, OR INTENDED TO BE USED, BY INDUSTRIAL PROPERTY OFFICES WITH REGARD TO APPLICATIONS, PUBLISHED DOCUMENTS AND REGISTERED RIGHTS

Current version published in 2001

Related Standards: ST.10/C, ST.13, ST.6  
Related surveys: Part 7.2.6, Part 7.2.7  
Group: C  
Remarks: The information is quite out of date. The scope is partially covered by the survey on numbering of applications and priority applications (Part 7.2.6 and Part 7.2.7), except the numbering of published documents and registered rights (Table II)  
Proposal: The information regarding application and priority application numbering contained in the survey should be reflected in Part 7.2.6 and Part 7.2.7;  
new survey on publication and registration numbers should be conducted; and  
Part 7.2.2 should be subsequently removed from the WIPO Handbook and moved to the Archive.



### PART 7.2.3 NUMBERING SYSTEMS AND DATE FORMATS INTRODUCED OR PLANNED TO BE APPLIED WITH REGARD TO THE ARRIVAL OF THE YEAR 2000

Current version published in 2000

Related Standards: ST.2, ST.13, ST.6

Related surveys: Part 7.1, Part 7.2.6, Part 7.2.7

Group: C

Remarks: The information is quite out of date and the object is less relevant now. The scope is partially covered by the surveys on numbering of applications and priority applications (Part 7.2.6 and Part 7.2.7) and on representation of calendar dates (Part 7.1)

Proposal: Survey on the representation of dates in industrial property documents and in official gazettes should be updated (see Part 7.1 above); and Part 7.2.3 should be subsequently removed from the WIPO Handbook and moved to the Archive.

### PART 7.2.4 SURVEY ON THE PRESENTATION OF PRIORITY APPLICATION NUMBERS

Current version published in 2007

Related Standards: ST.10/C (paragraph 12a)

Related surveys: N/A

Group: B

Remarks: The survey contains relevant but not updated information as well as examples of priority certificates issued by IPOs

Proposal: Part 7.2.4 should be updated regularly.

### PART 7.2.5 SURVEY ON APPLICATION NUMBERING SYSTEMS

Current (first) version published in 2013

Related Standards: ST.13

Related surveys: Part 7.2.6

Group: A

Remarks: This survey contains relevant information and does not yet require the update

Proposal: Part 7.2.5 should remain in the WIPO Handbook and be updated upon request by the CWS.

### PART 7.2.6 NUMBERING OF APPLICATIONS AND PRIORITY APPLICATIONS – CURRENT PRACTICES

First version published in 2013, new entry (EP) included in 2015

Related Standards: ST.13

Related surveys: Part 7.2.1, Part 7.2.2, Part 7.2.5

Group: B

Remarks: This survey contains relevant information

Proposal: Part 7.2.6 should be updated regularly.

#### PART 7.2.7 NUMBERING OF APPLICATIONS AND PRIORITY APPLICATIONS – FORMER PRACTICES

Survey planned to be conducted in 2016 and published in 2017

Related Standards: ST.13  
Related surveys: Part 7.2.1, Part 7.2.2, Part 7.2.5, Part 7.2.6  
Group: B  
Remarks: This survey will contain relevant information  
Proposal: Once published, Part 7.2.7 should be updated regularly.

#### PART 7.3.1 EXAMPLES AND KINDS OF PATENT DOCUMENTS LISTED ACCORDING TO CODE

Current version published in 2015

Related Standards: ST.16 (reference to the survey in paragraph 12)  
Related surveys: Part 7.3.2, Part 7.3.3, Parts 7.2.6 and 7.2.7 (kind codes)  
Group: B  
Remarks: This part of WIPO Handbook is derived from Part 7.3.2 (see below) and provides the “index” for its entries, which are listed according to their ST.16 codes  
Proposal: Part 7.3.1 should be updated regularly following the update of Part 7.3.2.

#### PART 7.3.2 INVENTORY OF KINDS OF PATENT DOCUMENTS LISTED ACCORDING TO THE ISSUING INDUSTRIAL PROPERTY OFFICE

Current version published in 2015

Related Standards: ST.16 (reference to the survey in paragraph 12)  
Related surveys: Part 7.3.1, Part 7.3.3  
Group: B  
Remarks: This survey contains relevant information. By circular C.CWS.50 of December 9, 2014, the International Bureau informed IPOs about a partial update of Part 7.3 and the fact that Part 7.3.3 was included in Part 7.3.2. The Circular invited IPOs to review the content of Part 7.3.2 and update their entries if necessary (as a result, entries of AU, ES and SE were updated in 2015).  
Proposal: Part 7.3.2 should be updated regularly along with Part 7.3.1. Next update should be carried out in 2018

### PART 7.3.3 KINDS OF PATENT DOCUMENTS – SAMPLES OF FIRST PAGES

Not in WIPO Handbook anymore (incorporated in Part 7.3.2)

Related Standards: ST.16 (reference to the survey in paragraph 12)

Related surveys: Part 7.3.2, Part 7.3.1

Group: N/A

Remarks: This part of WIPO Handbook contained examples of front pages of documents described in Part 7.3.2. During the update of 2015, Part 7.3.3 was incorporated into Part 7.3.2

Proposal: Reference to this survey should be removed from WIPO Standard ST.16 (editorial change).

### PART 7.4.1 SURVEY CONCERNING CORRECTION PROCEDURES IN PATENT OFFICES

Current (first) version published in 2009

Related Standards: ST.50

Related surveys: Part 7.4.2

Group: A

Remarks: This survey contains relevant information and does not yet require the update. If this survey is updated, Parts 7.4.2 should be updated accordingly

Proposal: Part 7.4.1 should remain in the WIPO Handbook and be updated upon request by the CWS along with Part 7.4.2.

### PART 7.4.2 EXAMPLES CONCERNING CORRECTION PROCEDURES OF PATENT OFFICES

Current (first) version published in 2009

Related Standards: ST.50 (multiple references to the survey)

Related surveys: Part 7.4.1

Group: A

Remarks: This survey contains relevant information and does not yet require the update

Proposal: Part 7.4.2 should remain in the WIPO Handbook and be updated upon request by the CWS along with Part 7.4.1.

## PART 7.5 PHYSICAL CHARACTERISTICS OF PATENT DOCUMENTS - COMPILATION OF DATA ON PHYSICAL CHARACTERISTICS OF PATENT DOCUMENTS

Current version published in 1990

Related Standards: ST.10/D (reference to the survey in paragraph 5)

Related surveys: N/A

Group: D

Remarks: The information is less relevant and out-of-date.

Proposal: Part 7.5 does not require update and should be removed from the WIPO Handbook and moved to the Archive; and reference to this survey should be removed from WIPO Standard ST.10/D (editorial change).

## PART 7.6 SURVEY OF BIBLIOGRAPHIC INFORMATION CONTAINED IN PATENT GAZETTES AND IN CURRENT INDEXES INSERTED IN PATENT GAZETTES OR PUBLISHED SEPARATELY IN ASSOCIATION WITH PATENT GAZETTES

Current version published in 1990

Related Standards: ST.11 (reference to the survey in paragraph 10)  
ST.19 (reference to the survey in paragraph 22)

Related surveys: N/A

Group: Depends on the decision by the CWS (see proposal below)

Remarks: The survey was published in 1990 as well as both WIPO Standards (ST.11 and ST.19) it is related to. The information contained in it is quite out-of-date, but the subject might be relevant. The International Bureau proposes the following two options with respect to this survey for consideration by the CWS:

- Carry out a complete update of the survey followed by regular updates, if the Committee considers that the survey should be kept in the WIPO Handbook (Group B)
- Remove the survey from the WIPO Handbook and move it to the Archive (Group D)

Proposal: The CWS is invited to consider whether Part 7.6 should be updated regularly or removed from the WIPO Handbook and moved to the Archive.

PART 7.7 SURVEY ON THE GRANT AND PUBLICATION OF "SUPPLEMENTARY PROTECTION CERTIFICATES" FOR MEDICINAL AND PHYTOPHARMACEUTICAL PRODUCTS OR EQUIVALENT INDUSTRIAL PROPERTY RIGHTS (SPCS)

Current version published in 2002

Related Standards: N/A

Related surveys: N/A

Group: Depends on the decision by the CWS (see proposal below)

Remarks: The survey was published in 2002. The information contained in this survey is quite out-of-date, but the subject might be relevant. The International Bureau proposes the following two options with respect to this survey for consideration by the CWS:

- Carry out a complete update of the survey followed by regular updates, if the Committee considers that the survey should be kept in the WIPO Handbook (Group B)
- Remove the survey from the WIPO Handbook and move it to the Archive (Group D)

Proposal: The CWS is invited to consider whether Part 7.7 should be updated regularly or removed from the WIPO Handbook and moved to the Archive.

If CWS agrees to keep Part 7.7 in the WIPO Handbook and update it:

- Part 7 Task Force should review the questionnaire and present the proposal at the next (fifth) session of the CWS;
- Legal Status Task Force is currently considering including in the recommendations, in addition to SPCs, patent term adjustments (PTAs) and patent term extensions (PTEs). The CWS is invited to consider whether the scope of this Part 7.7 should be broadened to include these types of patent term extensions.

PART 7.8 SURVEY OF FILING PROCEDURES AND FILING REQUIREMENTS, AS WELL AS OF EXAMINATION METHODS AND PUBLICATION PROCEDURES, RELATING TO INDUSTRIAL DESIGNS

Current version published in 1995

Related Standards: N/A

Related surveys: N/A

Group: D

Remarks: The information is very outdated

Proposal: Part 7.8 should be removed from the WIPO Handbook and moved to the Archive.

#### PART 7.9 SURVEY CONCERNING CITATION PRACTICES IN INDUSTRIAL PROPERTY OFFICES

Current (first) version published in December 2008

Related Standards: ST.14  
Related surveys: N/A  
Group: A  
Remarks: This survey contains relevant information and does not yet require the update  
Proposal: Part 7.9 should remain in the WIPO Handbook and be updated upon request by the CWS.

#### PART 7.10 SURVEY OF PRACTICES IN INDUSTRIAL PROPERTY OFFICES REGARDING CODES USED FOR INTERNAL PURPOSES OR INDIVIDUAL USE

Current (first) version published in January 2009

Related Standards: ST.10/C, ST.16, ST.13, ST.6, ST.60, ST.80  
Related surveys: Part 7.2.6  
Group: A  
Remarks: This survey contains relevant information and does not yet require the update; the scope is partially covered by the survey on numbering of applications and priority applications (Part 7.2.6 and Part 7.2.7), except Publication/Fora  
Proposal: Part 7.10 should remain in the WIPO Handbook and be updated upon request by the CWS.

#### PART 7.11 SURVEY ON THE IMPLEMENTATION AND PROMOTION OF WIPO STANDARD ST.22

Current (first) version published in June 2012

Related Standards: ST.22  
Related surveys: N/A  
Group: A  
Remarks: This survey contains relevant information and does not yet require the update  
Proposal: Part 7.11 should remain in the WIPO Handbook and be updated upon request by the CWS.

[Annex II follows]

## **TENTATIVE WORK PLAN FOR UPDATING SURVEYS PUBLISHED IN PART 7 OF THE WIPO HANDBOOK**

Annex II contains the proposal on the tentative work plan for the task on the continuous maintenance and update of Part 7 of the WIPO Handbook. Actions proposed for each survey are indicated in Annex I to the present document.

### PROPOSED ACTIONS LISTED BY SURVEY

#### Part 7.1 “Representation of calendar dates”

- (CWS/6, 2018) create a task to prepare a questionnaire on the presentation of dates;
- (CWS/7, 2019) approve the questionnaire,  
request the survey update; and
- (CWS/8, 2020) note survey results,  
approve publication of the updated survey in the WIPO Handbook.

#### Part 7.2.1 “Presentation of application numbers”

- (CWS/5, 2017) agree to move Part 7.2.1 to the Archive following the transfer of information to Parts 7.2.6 and 7.2.7.

#### Part 7.2.2 “Survey of numbering systems used, or intended to be used, by industrial property offices with regard to applications, published documents and registered rights”

- (CWS/5, 2017) create a task to prepare a questionnaire on publication and registration numbers;
- (CWS/6, 2018) approve the questionnaire,  
request that the survey be conducted; and
- (CWS/7, 2019) note the survey results,  
approve publication of the new survey in the WIPO Handbook,  
agree to move Part 7.2.2 to the Archive.

#### Part 7.2.3 “Numbering systems and date formats introduced or planned to be applied with regard to the arrival of the year 2000”

- (CWS/8, 2020) agree to move Part 7.2.3 to the Archive following the update of Part 7.1.

#### Part 7.2.4 “Survey on the presentation of priority application numbers”

- To be updated regularly;
- (CWS/5, 2017) announce the update of the survey to be carried out during the following year; and
- (CWS/6, 2018) note the amendments, if any,  
approve publication of the updated survey in the WIPO Handbook.

Part 7.2.5 “Survey on application numbering systems”

- No updates required so far. Eventual updates to be requested by the CWS.

Part 7.2.6 “Numbering of applications and priority applications – Current practices”

Part 7.2.7 “Numbering of applications and priority applications – Former practices”

- To be updated regularly;
- (CWS/4BIS, 2016) approve the questionnaire for Part 7.2.7,  
request that the survey be conducted (Part 7.2.7);
- (after CWS/4BIS) incorporate relevant information from Parts 7.2.1, 7.2.2, 7.2.3; and
- (CWS/5, 2017) note the survey results (Part 7.2.7),  
note the amendments (Part 7.2.6), if any,  
approve publication of the surveys in the WIPO Handbook.

Part 7.3 “Examples and kinds of patent documents”

- To be updated regularly;
- (CWS/6, 2018) announce the update of the survey to be carried out during the following  
year; and
- (CWS/7, 2019) note the amendments, if any,  
approve publication of the updated survey in the WIPO Handbook.

Part 7.4 “Correction procedures”

- No updates required so far. Eventual updates to be requested by the CWS.

Part 7.5 “Physical characteristics of patent documents”

- (CWS/4BIS, 2016) agree to move Part 7.5 to the Archive.

Part 7.6 “Survey of bibliographic information contained in patent gazettes ...”

Depends on the decision taken at the CWS/4BIS:

Option 1

- (CWS/7, 2019) create a task to review the questionnaire;
- (CWS/8, 2020) approve the questionnaire,  
request that the survey be conducted.

Option 2

- (CWS/4BIS, 2016) agree to move Part 7.6 to the Archive.



Part 7.7 “Survey on the grant and publication of “Supplementary Protection Certificates” ...”

Depends on the decision taken at the CWS/4BIS:

Option 1

- (CWS/4BIS, 2016) create a task to review the questionnaire;
- (CWS/5, 2017) approve the questionnaire,  
request that the survey be updated; and
- (CWS/6, 2018) note the survey results,  
approve publication of the updated survey in the WIPO  
Handbook.

Option 2

- (CWS/4BIS, 2016) agree to move Part 7.7 to the Archive.

Part 7.8 “Survey of filing procedures and filing requirements, as well as of examination methods and publication procedures, relating to industrial designs”

- (CWS/4BIS, 2016) agree to move Part 7.8 to the Archive.

Part 7.9 “Survey concerning citation practices in industrial property offices”

- No updates required so far. Eventual updates to be requested by the CWS.

Part 7.10 “Survey of practices in industrial property offices regarding codes used for internal purposes or individual use”

- No updates required so far. Eventual updates to be requested by the CWS.

Part 7.11 “Survey on the implementation and promotion of WIPO Standard ST.22”

- No updates required so far. Eventual updates to be requested by the CWS.

## SCHEDULE OF PROPOSED ACTIONS

The table below contains visual and less detailed representation of the information provided in the list above:

	after CWS/4BIS 2016	After CWS/5 2017	after CWS/6 2018	after CWS/7 2019	after CWS/8 2020
Part 7.1			Questionnaire	Update	Publication
Part 7.2.1		Archiving			
Part 7.2.2		Questionnaire	Update	Publication	
Part 7.2.3					Archiving
Part 7.2.4		Update	Publication		
Part 7.2.5	Eventual updates to be requested by the CWS in due course				
Part 7.2.6	Update	Publication			
Part 7.2.7	Preparation	Publication			
Part 7.3			Update	Publication	
Part 7.4	Eventual updates to be requested by the CWS in due course				
Part 7.5	Archiving				
Part 7.6	Depends on the decision taken at the CWS/4BIS:				
Option 1				Questionnaire	Update
Option 2	Archiving				
Part 7.7	Depends on the decision taken at the CWS/4BIS:				
Option 1	Questionnaire	Update	Publication		
Option 2	Archiving				
Part 7.8	Archiving				
Part 7.9	Eventual updates to be requested by the CWS in due course				
Part 7.10	Eventual updates to be requested by the CWS in due course				
Part 7.11	Eventual updates to be requested by the CWS in due course				

### ACTIONS FOR THE YEAR 2016/2017 (FROM CWS/4BIS TO CWS/5)

- New Task Force on continuing maintenance of surveys published in Part 7 of the WIPO Handbook (Part 7 Task Force)
  - invite IPOs to nominate representatives to the Task Force,
  - set up a Wiki space,
  - grant access rights, etc.,
  - If the CWS agrees to keep Part 7.7 in the WIPO Handbook, review the questionnaire and present the proposal at CWS/5.
- Finalize Part 7.2.6 incorporating information contained in Parts 7.2.1, 7.2.2, 7.2.3, where possible
- Part 7.2.7 “Numbering of applications and priority applications – Former practices”
  - invite IPOs to respond to the questionnaire,
  - collect responses,
  - prepare Part 7.2.7 incorporating information contained in Parts 7.2.1, 7.2.2, 7.2.3, where possible, for consideration by the CWS
- Remove the reference to Part 7.3.3 from ST.16 (editorial change)
- Move Part 7.5 and Part 7.8 to the Archive and remove the reference to Part 7.5. from ST.10/D (editorial change)
- Depending on the decision of the CWS, move Parts 7.6 and 7.7 to the Archive.

[Annex III follows]

## Patent Documentation Group

Dr. Alexander Mullen  
PDG Secretary General  
Flehenberg 72  
42489 Wülfrath  
Germany  
Tel +49-2058-72837; Fax +49-2058-72701; e-mail: alexander.mullen@p-d-g.info



Mr. Yoshiyuki Takagi  
Assistant Director General  
World Intellectual Property Organization  
Industrial Property Information Division  
34, chemin des colombettes  
CH-1211 Geneva  
Switzerland

07.01.2016/SM00316

### Re: Requirements for National Registers

Dear Mr. Takagi

The PDG Working Group IMPACT at its 70. Meeting in Hanover on October 23-24, 2015 discussed the item “requirements for national registers”. After a presentation of the analysis of several national registers conducted by a PDG internal working group on the “general recommendations” (see annex 1) the group decided to approach WIPO with the following proposal.

“Send a questionnaire to national and regional patent offices that covers content, functionalities and offices’ future plans with the purpose of developing a set of recommendations regarding patent registers”

We hope that this initiative will result in developing recommendations, which would cover users’ needs, to be endorsed by national and regional patent offices and implemented in their patent registers. These recommendations will be also relevant to the work of the Legal Status Task Force of the Committee on WIPO Standards (CWS).

Users heavily rely on register information which is more detailed than cumulative sources like INPADOC. This has made users aware that national registers have non-standardized features and content with non-English language interfaces. To make this more efficient, the PDG has drafted recommendations from the perspective of the user community and would like an opportunity to make its recommendations available to all patent offices through WIPO.

To improve the prospects of a wide implementation of these recommendations, we propose that they be presented for consideration by the CWS Members and, once approved, be published in a format similar to “Recommended minimum contents for Intellectual Property Offices’ web sites” (Part 6.1 of the WIPO Handbook on Industrial Property Information and Documentation).

In addition, the group strongly supports the continued maintenance and updating by WIPO of the “Patent Register Portal” on the PatentScope platform.. The portal was first presented to the group by WIPO in 2014. In our opinion, it allows users to have more detailed information on how to access national registers online.

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For further information, please contact the Chairman of the PDG Working Group IMPACT, Dr. Peter Kallas (BASF SE) via E-mail ([peter.kallas@basf.com](mailto:peter.kallas@basf.com)).

Best regards.

A handwritten signature in black ink, appearing to read "A Mullen". The signature is written in a cursive style with a large initial "A" and a long, flowing "Mullen".

Dr. Alexander Mullen

PDG Secretary General

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**Enclosure to PDG communication to Mr. Takagi of 07.01.2016**

**Annex 1**

**General recommendations for national and regional patent registers**

**Online registers should provide at least:**

- Complete collections
- Reliable priority search (at least by date)
- Clear legal status (including fee payments by the applicant)
- Latest document in full text (or at least claims) in English (or at least machine-readable so that machine translations can be obtained) for all published applications and granted patents.

**The following would also be desirable:**

- Bibliographic search in English or at least a Latin-character text
- Information through a single database/interface
- Ability to follow pre- and post-grant events
- File wrappers (English or at least machine-readable)
- Change of ownership information where applicable
- Update information

[End of Annex III and of document]