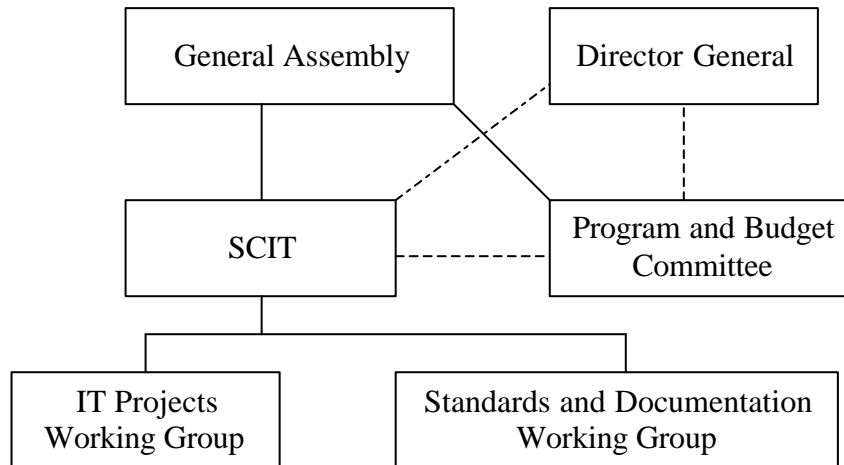


## ANNEX III

STRUCTURAL FRAMEWORK AND RULES OF PROCEDURE OF  
THE STANDING COMMITTEE ON INFORMATION TECHNOLOGIES (SCIT)

*Approved by the Standing Committee on Information Technologies*



Standing Committee on Information Technologies

1. The mandate of the Standing Committee on Information Technologies (SCIT) will be to give policy guidance and technical advice on the overall IT strategy of WIPO, including WIPO standards and the documentation aspects of intellectual property, and the coordination and steering of all SCIT working groups and/or task forces.
2. The SCIT will meet once a year in ordinary session and will receive annual progress reports from the Working Groups on Information Technology Projects and Standards and Documentation. Recommendations from the Standing Committee may be passed either to the WIPO General Assembly, Program and Budget Committee, or directly to the Director General, as necessary. Membership of the SCIT will be open to all WIPO Member States and observers, and the SCIT may recommend to the Director General to invite other representatives of the user community to attend as required. The SCIT is able to create working groups and/or tasks forces as required.
3. The SCIT will be able to establish a mechanism of decision making by electronic means, which may be delegated to its working groups, as required.

IT Projects Working Group

4. The mandate of the IT Projects Working Group (ITPWG) will be to advise, within the framework of the guidance given to it by the SCIT, on the design and planning phases of IT

project activities, monitor the implementation of IT projects, to make recommendations to the SCIT on the initiation of new activities and to advise the SCIT on issues of priority setting for projects.

5. The ITPWG will meet no more than twice a year and will be open to all WIPO Member States and observers. Emphasis will be placed on the use of electronic working methods. Notices of convocation of meetings will include annotated agendas giving an indication of the preferred professional/technical competencies needed by delegates. The Secretariat will make available to the Working Group, in electronic form, four-monthly progress reports on all major activities, as well as a work plan for the current biennium and a medium-term plan covering a four-year period. Other documentation, such as resource plans, would be made available on an as needed basis.

6. The ITPWG will be able to establish Task Forces to carry out short-term, focused activities. Emphasis will be placed on working by electronic means but physical meetings may be held, as necessary.

#### Standards and Documentation Working Group

7. The mandate of the Standards and Documentation Working Group (SDWG) will be to provide a forum to adopt new or revised WIPO standards, policies, recommendations and statements of principle relating to intellectual property data, global information system-related matters, information services on the global system, data dissemination and documentation, which may be promulgated on the authority of the SCIT or referred to the WIPO General Assembly, via the SCIT, for approval.

8. As with the ITPWG, the SDWG would be open to all WIPO Member States and observers and would meet no more than twice a year. Notices of convocation of meetings will include annotated agendas giving an indication of the preferred professional/technical competencies needed by delegates. The Working Group would also be able to create Task Forces on an as needed basis that would work electronically with physical meetings being held, as necessary.

#### Project Task Initiation

9. For the process of task initiation, the following steps would be followed:

(i) Consideration of a new subject or activity may be initiated by any Member State, observer or by the International Bureau by submission of a written project brief to the Secretariat, to include:

- a clear indication of the problem or specific need to be addressed
- how the need was determined
- the objectives of the task
- options for solution
- expected benefits;

(ii) The Secretariat will then work, using electronic means, with either the ITPWG or the SDWG to produce a feasibility report to include:

- cost estimates
- risks
- resource requirements
- success factors
- the implications of the task on the existing IT Work Plan for the biennium;

(iii) The Secretariat will include the feasibility report in the draft agenda of the first available session of the SCIT for consideration.

### Meeting Documentation

10. Meeting documentation will be handled electronically with the exception of the letter of invitation and the agenda. The invitation will indicate the meeting documents available on the WIPO web site and an address to contact should paper copies be required.

[Annex IV follows]