

WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

STANDING COMMITTEE ON INFORMATION TECHNOLOGIES

PLENARY

Sixth Session

Geneva, January 22 to 26, 2001

REPORT

adopted by the SCIT Plenary

INTRODUCTION

1. The Standing Committee on Information Technologies (SCIT) held its sixth Plenary (“SCIT Plenary”) session in Geneva from January 22 to 26, 2001.
2. The following Member States of WIPO and/or the Paris Union were represented at the session: Algeria, Argentina, Armenia, Australia, Austria, Azerbaijan, Belarus, Bulgaria, Burkina Faso, Brazil, Canada, Chile, China, Colombia, Congo, Côte d’Ivoire, Croatia, Czech Republic, Democratic People’s Republic of Korea, Denmark, Dominican Republic, Ecuador, Egypt, Estonia, Ethiopia, Finland, France, Georgia, Germany, Ghana, Guatemala, Hungary, India, Indonesia, Iran (Islamic Republic of), Ireland, Italy, Jamaica, Japan, Kenya, Latvia, Lebanon, Libyan Arab Jamahiriya, Madagascar, Malaysia, Mexico, Morocco, Netherlands, Nigeria, Norway, Oman, Pakistan, Panama, Philippines, Poland, Portugal, Republic of Korea, Romania, Russian Federation, Rwanda, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sudan, Sweden, Switzerland, Thailand, Togo, Tunisia, Turkey, Ukraine, United Kingdom, United States of America and Uruguay (76).
3. Representatives of the United Nations, the World Health Organization (WHO), the International Civil Aviation Organization (ICAO), the Eurasian Patent Organization (EAPO), the European Patent Office (EPO), the African Intellectual Property Organization (OAPI), the

Benelux Trademark Office (BBM), the European Community (EC), the Commonwealth of Independent States (CIS), and the Organisation internationale de la francophonie (OIF) (10) took part in the session in a member capacity.

4. Representatives of the following organizations took part in the session in an observer capacity: Organization of African Unity (OAU), International Federation of Inventors' Association (IFIA), and Patent Documentation Group (PDG) (3).

5. The list of participants appears as Annex I to this report.

Agenda Item 1: Opening of the Session

6. The session was opened by Ms. H. Frary, in her capacity as Secretary of the session.

Agenda Item 2: Election of the Chair and two Vice-Chairs

7. The SCIT Plenary unanimously re-elected Mr. P. Back (United Kingdom) as Chair and Mrs. A. Vadász (Hungary) and Mr. A. El Faki Ali (Sudan) as Vice-Chairs.

Agenda Item 3: Adoption of the Agenda

8. The SCIT Plenary unanimously adopted the agenda, which appears as Annex II to this report, with the addition of a new item 10 entitled "Exchange of Information."

Agenda Item 4: Restructuring of the SCIT (Document SCIT/6/2)

9. In introducing the document SCIT/6/2, the Secretariat reminded the meeting that the debate on restructuring at the last meeting of the SCIT Plenary, which was held in July 2000, had been followed by two rounds of consultations where Member States and intergovernmental organizations had submitted comments on texts drafted by the Secretariat. Consideration of the main areas for reform had been divided between issues of committee structure and working methods. Suggestions on changing working methods had been formulated with some specific concerns in mind: firstly, the need to move away from a heavily bureaucratic structure that can sometimes slow the decision-making process; the need to build sufficient flexibility to manage a subject as dynamic as information technology (IT); the shift towards the increased use of electronic working that would take advantage of the deployment of WIPONET, and would also allow for issues to be considered by a maximum number of experts spread globally; and the need to integrate the initiation of new tasks or activities into the Secretariat's internal planning mechanisms, ensuring that the handling of these items follows the project management policies and practices that are now being used in the Secretariat in the area of IT.

10. Following discussion, the delegations decided to retain the SCIT, with a shift of the focus of its activities within a given mandate and to reform its working methods and subsidiary structures. Interventions reflected

a range of concerns about the need for Member States to play more of a role in the monitoring and governance of IT activities. More emphasis is to be placed on electronic working and the decision-making process to be speeded-up so as to meet the demands of a dynamic, technological environment.

11. In concluding its debate, the Standing Committee approved a framework structure, project task initiation process and guidelines for meeting documentation, for its work that is contained in Annex III to this document. It was noted that this new document would mean the suppression of a number of clauses from the previous “Special Rules of the Standing Committee on Information Technologies (SCIT)” as contained in document SCIT/1/7, Annex III, Appendix I, paragraphs 5 and 7, and the whole of Annex III, Appendix II. Also, the new structure now replaced that contained in document SCIT/1/7, paragraphs 13 to 15. The Secretariat will prepare both a consolidated “Special Rules of the Standing Committee on Information Technologies (SCIT)” document, using Annex III as a basis, and a paper on the outstanding issues, contained in document SCIT/6/2, for the next session of the SCIT.

12. To allow the newly formed Working Groups on Information Technology Projects, and Standards and Documentation to function at their first meeting, the list of tasks in the current SCIT Work Program was divided between the two groups. The task list, showing the new allocations, task priorities and specific action to be taken by the respective Working Groups, is contained in Annex IV to this document. The SCIT also agreed to forward to the Working Groups a proposal for action by them, made by the Delegation of the United Kingdom, that “Task Leaders/Sponsors” be assigned for each task and that task descriptions be redrafted in accordance with the requirements of paragraph 9 of the approved framework in Annex III.

Agenda Item 5: WIPONET Project Status Report (Document SCIT/6/3)

13. In introducing document SCIT/6/3, the Secretariat updated the Committee on the status of the WIPONET Project, in particular the significant developments that had taken place since the preparation of the document. Following detailed negotiations the Secretariat had signed separate contracts in December 2000, with the Société Internationale de Télécommunications Aéronautiques (SITA) and International Business Machines (IBM), respectively. IBM would provide services related to the establishment, operations and maintenance of the WIPONET CENTER in Geneva, which should be operational by the fourth quarter of 2001, at which time all Intellectual Property Offices (IPOs) connected to the Internet will be able to access the services provided. SITA would install and maintain the WIPONET KIT, starting with five offices (one per region) in May 2001, with a total of 65 Offices to be installed by the end of 2001.

14. The Secretariat confirmed that the financial amounts committed in the two contracts were within the Budget approved by Member States and were compatible with the forecasts made for future biennial budgets. In relation to WIPONET training the Secretariat said that a contract was expected to be signed in the very near future. An important feature of this program was the train-the-trainer approach that would focus on the WIPONET Focal Points who would be nominated by each office.

15. The Delegation of Sweden requested clarification regarding a statement in the Press Release which referred to "Using a combination of the contractors private network and the public Internet." The Secretariat replied that, as stated during the fifth SCIT Plenary, WIPONET would use public Internet wherever possible and the SITA private network for the connection of IPOs in the developing and least developed countries.

16. In response to a question posed by the Delegation of Pakistan concerning confidentiality, the Secretariat explained that WIPONET would not rely on a private network to ensure information security. In order to meet Member States' requirements for security, data encryption would be used irrespective of whether it be over a private network or the public Internet.

17. The Delegation of Romania requested more detailed access to information concerning the technical architecture of WIPONET and the implementation planning. The Secretariat replied that it would make this information available to Member States once the final design reviews had been completed with the two contractors concerned.

18. The Secretariat reported that an information security officer had recently joined WIPO and was currently working on developing a security policy in coordination with the WIPONET Project Team, the PCT IMPACT Project Team and the IT Services Division, and that the resulting policy would be made available to Member States in due course.

Agenda Item 6: GlobalPat Status Report (oral Report by the Secretariat)

19. An update on progress in respect of the extension of the GlobalPat Project in which WIPO is cooperating with the EPO was given by the Secretariat. The form of this cooperation is by way of a firm commitment to fund the provision of the GlobalPat product on behalf of Member States, including update of the backfile and frontfile subscription. WIPO had issued Circular SCIT.2523 to confirm the list of Offices to receive free copies and

had received some additional requests from Member States. On this basis, WIPO will be funding on the order of 110 to 120 subscriptions to GlobalPat.

20. The Secretariat provided details of the proposed timetable for the GlobalPat products. The update of the backfile should be available in the first half of 2001, and will consist of all the data that was issued on front file discs for 1997 and 1998, plus data in respect of patents published in 1999 and 2000. This will entail, by way of a backfile update, the replacement of the last CD-ROM of each of the clusters which form the classified GlobalPat collection. The front file production was anticipated to start in the second half of 2001, and would relate to data for patents published from the beginning of 2001. It was proposed that this information would be issued on CD-ROM on a monthly basis but that every six months the last six CD-ROMS would be replaced by a DVD. It was recognized that the technology was moving from CD-ROM to DVD, and that there would be a lot of benefit to Offices in having the GlobalPat collection available on DVD. Therefore, in the last part of the process, towards the end of 2001, it was planned that the backfile itself, i.e., the full backfile, would be reprocessed and produced on DVD. This action should ease the management and handling of GlobalPat within Offices. In respect of the latter, and in response to a question posed by the Delegation of Mexico, the Secretariat confirmed that copies of the backfile on DVD would be available free of charge to those Offices of Member States receiving funding for GlobalPat by WIPO.

Agenda Item 7: Status Report on the JOPAL Project (Document SCIT/6/4)

21. Discussion of the topic was aided by a presentation by the EPO on their current use of Non-Patent Literature (NPL). The presentation had been requested by the Secretariat to provide Member States with a perspective of the current relevance and importance of NPL. The EPO presentation was well received, with much interest by Member States, and will be made available on the SCIT web site.

22. Following the presentation, discussions focused on the JOPAL survey results and future options, as outlined in document SCIT/6/4.

23. The survey results had shown that JOPAL was used by some Offices of Member States and that, although alternative sources of NPL were used by Offices, in general those sources cited were not freely available on the Internet. Although in the view of delegations taking the floor the level of service provided by JOPAL was limited when compared with what was possible today, no alternative free service was currently available. The availability of this free service was relevant not just for the benefit of the Offices of Member States still using JOPAL, but also for inventors, researchers, etc.

24. Options for the future were then discussed. At the commencement of these discussions, the Delegation of Sweden notified the meeting that it intended to terminate its participation in the JOPAL Project with the last issue of the year 2000 of the journal allocated to the Swedish Office.

25. The consensus view as expressed by the delegations participating in this session was that the JOPAL service should continue. Following discussion of other more extended services, as outlined in options (c) and (d), see paragraph 12 of document SCIT/6/4, delegations expressed the view that a follow-up proposal detailing costs and benefits should be put before the Committee before it gave an opinion on the future direction for the project. In response to the possibility raised by the Delegation of the United States of America of

referring the issue to the IPC Reform Working Group, the meeting agreed that action and decisions on the JOPAL Project were more rightly placed within the SCIT.

26. In conclusion, the Secretariat was requested to provide a follow-up proposal as detailed in paragraph 25, above, to the next meeting of the Committee.

Agenda Item 8: Progress Report by the European Patent Office on Making Accessible, through the EPIDOS Patent Register Service, Information About the Entry into the National (Regional) Phase of Published PCT International Applications (Document SCIT/6/5)

27. The SCIT Plenary noted the status report by the EPO on its progress in making accessible information about the entry into the national (regional) phase of published PCT international applications through the EPIDOS Patent Register Service (PRS). The report is published in document SCIT/6/5.

28. The PDG said that there had been considerable progress on the issue and thanked all contributors to that. Although they were happy that steps had been taken to improve the coverage, they regretted that important countries were still missing. The PDG explained that it is often impossible for the users to get the necessary data, and it causes them uncertainty about the current situation of new projects. The PDG was of the opinion that the delivery of the data mentioned was very important and that, also considering the huge effort which is made nowadays to make the patent system simpler and cheaper, the legal status information should not be neglected because it is, for practical considerations, very important. The PDG is of the opinion that providing this information should be relatively simple and, because of its great value, everyone should be concerned about the availability of this kind of data.

29. The Delegation of France informed the meeting that France would be contacting the EPO in order to begin transmitting the information on a regular basis.

30. The Delegation of the Republic of Korea announced that the Korean Intellectual Property Office (KIPO) would like to join PCIPI project P25 from February 28, 2001. They will provide data four times a year by the Internet. The first delivery will contain PCT filing data of the year 2000. The specification of data would be international filing numbers for applications entering/non-entering into the national phase.

31. The Delegation of Hungary said that their Office would join the project and start sending data to the EPO as soon as possible.

32. With regard to the invitation by the EPO to industrial property Offices to join the project if they had not yet done so, and to the proposal by the PDG to the SCIT Plenary on the inclusion of more countries in the EPIDOS PRS, the SCIT Plenary agreed that the Secretariat would issue, before the end of February, a circular inviting those industrial property Offices which have not started to submit their data to the EPO to do so. An annex to said circular will indicate the technical requirements for the data delivery to the EPO.

Agenda Item 9: Presentation of Chemical Formulae in Patent Specifications
(Project file SCIT/P 10/00 Rev.2)

33. The SCIT Plenary reconsidered the issue of complex-work-unit data contained in patent specifications on the basis of a summary of comments of industrial property Offices prepared by the Secretariat and reflected in Annex 28 to project file SCIT/P 10/00.

34. In concluding the discussions, the SCIT Plenary was in favor of having a feasibility study conducted in order to determine whether the elaboration of rules for the capturing of complex-work-unit data contained in patent specifications would be reasonable and lead to considerable benefits for industrial property Offices. However, in accordance with a majority view of delegations that participated in the deliberations and took the position that this issue was not a task which had to be dealt with immediately, the Plenary decided to hold the proposal in abeyance and to revert to it at one of its next meetings, preferably in conjunction with a review of the SCIT activities.

Agenda Item 10: Exchange of Information

35. The SCIT Plenary noted with gratitude a presentation given by the Delegation of the United States of America concerning changes to US Patent Documents since January 1, 2001.

36. The SCIT Plenary noted a statement made by the Delegation of France according to which the European Patent Office, the French and United Kingdom Offices had decided to work together on the design of an English version of the natural language system for interrogation of the International Patent Classification of which INPI had made a French version available on its Internet web site.

37. The SCIT noted a paper that had been circulated by the Delegation of Sweden announcing the publication of patent documents on their web site. The site can be found at ftp://www.prv.se/patent_publ/.

Agenda Item 11: Schedule of Activities (Document SCIT/6/6)

38. The SCIT Plenary considered the Tentative Schedule of Activities contained in document SCIT/6/6 and agreed on the following timetable of meetings. The SCIT emphasized that future calendars of meetings should be established to ensure that working groups are given sufficient time to make progress on matters of substance.

May 28 to 30, 2001	First meeting of the new Standards and Documentation Working Group
September 3 to 7, 2001	First meeting of the Information Technology Projects Working Group
December 3 to 7, 2001	Seventh Plenary session (SCIT/7)

Agenda Item 12: Closing of the Session

39. *This report was adopted by the SCIT Plenary at its closing meeting on January 26, 2001.*

[Annexes follow]

ANNEXE I/ANNEX I

I. ÉTATS MEMBRES/MEMBER STATES

(dans l'ordre alphabétique des noms français des États)
(in the alphabetical order of the names in French of the States)

AFRIQUE DU SUD/SOUTH AFRICA

Fiyola HOOSEN (Miss), Third Secretary, Permanent Mission, Geneva

ALGÉRIE/ALGERIA

Mohamed BOUKENNOUS, chef, Service brevets, Institut national algérien de la propriété industrielle (INAPI), Alger

ALLEMAGNE/GERMANY

Harald VON KEMPSKI, Head, Section IT, Federal Ministry of Justice, Berlin

Hubert ROTHE, Head, Industrial Property, Information for the Public, Supply of Literature, German Patent- and Trademark Office, Munich

ARGENTINE/ARGENTINA

Marta GABRIELONI (Sra.), Consejero, Misión Permanente, Ginebra

ARMÉNIE/ ARMENIA

Manvel BABAYAN, Director, Information Technologies Department, Armenian Patent Office, Yerevan

AUSTRALIE/AUSTRALIA

Remo MORETTA, First Secretary, Permanent Mission, Geneva

AUTRICHE/AUSTRIA

Elvira GRONAU (Mrs.), Head, Technical Department XI, Austrian Patent Office, Vienna

AZERBAÏDJAN/AZERBAIJAN

Habib SULEYMANOV, Main Expert, State Register Department, State Committee for Science and Engineering, Department of Patents and Licenses, Baku

BÉLARUS/ BELARUS

Irina EGOROVA (Mrs.), First Secretary, Permanent Mission, Geneva

Valery KUDASHOV, Chairman, Belarus Patent Office, Minsk

BULGARIE/BULGARIA

Dimitar GANTCHEV, Minister Plenipotentiary, Permanent mission, Geneva

BRÉSIL/BRAZIL

Claudio Rosemberg TREIGUER, Jefe, Centro Documentación y Información Tecnológico, National Institute of Industrial Property (INPI), Rio de Janeiro

BURKINA FASO

Guy TIENDREBEOGO, chef, Service intérimaire de la division informatique et répartition, Bureau burkinabé du droit d'auteur (BBDA), Ouagadougou

CANADA

Donald B. McMASTER, Advisor, Electronic Intellectual Property Information Products, Canadian Intellectual Property Office (CIPO), Hull

CHILI/CHILE

Hermes Eloy TORRES MASON, Jefe, Área informática, Departamento de Propiedad Industrial, Santiago

Sergio ESCUDERO, Ministro Consejero, Misión Permanente, Ginebra

CHINE/CHINA

ZHANG Xiyi, Deputy Director General, Planning and Development Department, State Intellectual Property Office, Beijing

COLOMBIE/COLUMBIA

Luis Gerardo GUZMAN VALENCIA, Ministro Consejero, Misión Permanente, Ginebra

CONGO

Gabriel OYOUKOU, chef, Service de la documentation et information, Antenne nationale de la propriété industrielle (ANPI), Brazzaville

CÔTE D'IVOIRE

Désiré-Bosson ASSAMOI, conseiller, Mission permanente, Genève

CROATIE/CROATIA

Kristina BUBANKO-ŽIGER (Ms.), Deputy Director General, State Intellectual Property Office, Zagreb

Vesna CERNELC-MARJANOVIC (Mrs.), Head, IT Department, State Intellectual Property Office, Zagreb

DANEMARK/DENMARK

Hans JAKOBSEN, Deputy Director General, Danish Patent and Trademark Office, Taastrup

ÉGYPTE/EGYPT

Ahmed ABDEL LAITIF, Third Secretary, Permanent Mission, Geneva

ÉQUATEUR/ECUADOR

Joffre GRIJALVA ZAPATER, Director de Informática, Instituto Ecuatoriano de la Propiedad Intelectual (IEPI), Quito

ESPAGNE/SPAIN

Jaime ALEJANDRE MARTÍNEZ, Deputy Director General, Director del Departamento de Patentes e Información Tecnológica, Oficina Española de Patentes y Marcas, Madrid

Carlos Javier DELGADO BERMEJO, Jefe de Área de Desarrollo de Aplicaciones, Oficina Española de Patentes y Marcas, Madrid

ESTONIE/ESTONIA

Margus VIHHER, Head, Information Department, Estonian Patent Office, Tallinn

ÉTATS-UNIS D'AMÉRIQUE/UNITED STATES OF AMERICA

Edward R. KAZENSKE, Deputy Commissioner for Patent Resources and Planning, United States Patent and Trademark Office, Washington, D.C.

Robert JOHNSON, Deputy Director, Office of Systems Architecture and Engineering, United States Patent and Trademark Office, Washington, D.C.

Cheryl E. KAZENSKE (Mrs.), Intellectual Property Program Manager, Office of Legislative and International Affairs, United States Patent and Trademark Office, Washington, D.C.

Edmond G. RISHHELL Jr., International Exchanges and Standards Specialist, United States Patent and Trademark Office, Washington, D.C.

ÉTHIOPIE/ETHIOPIA

Woinshet TADESSE (Mrs.), First Secretary, Permanent Mission, Geneva

FÉDÉRATION DE RUSSIE/RUSSIAN FEDERATION

Alexey GVINEPADZE, vice-directeur, Institut fédéral de la propriété industrielle (FIPS), Rospatent, Moscou

Marina KRYUKOVA (Mme), vice-directeur, Département des relations internationales, Rospatent, Moscou

FINLANDE/FINLAND

Juha REKOLA, Head, Development Division, National Board of Patents and Registration, Finnish Patent Office, Helsinki

FRANCE

Jean-François LESPRIT, chargé de mission, Direction, Institut national de la propriété industrielle (INPI), Paris

Michèle LYON-BOUGEAT (Mme), chargée de mission, Département brevets, Institut national de la propriété industrielle (INPI), Paris

Michèle WEIL-GUTHMANN (Mme), conseiller, Permanent mission, Genève

GÉORGIE/GEORGIA

David GABUNIA, Director General, National Intellectual Property Center (SAKPATENT), Tblisi

GHANA

Judith Kesewah SARPONG (Mrs.), Assistant Copyright Administrator, Copyright Office, Accra

Joseph Jainy NWANEAMPEH, Minister-Counsellor, Permanent Mission, Geneva

GUATEMALA

Andrés WYLD, Primer Secretario, Misión Permanente, Ginebra

HONGRIE/HUNGARY

Ágnes VADÁSZ (Ms.), Information Counsellor, Hungarian Patent Office, Budapest

Ákos VÁRHEGYI, Head, Adm. System Development Section, Hungarian Patent Office, Budapest

INDE/INDIA

Homai SAHA (Mrs.), Minister (Economic), Permanent Mission, Geneva

INDONÉSIE/INDONESIA

Iwan WIRANATA-ATMADJA, Minister Counsellor, Permanent Mission, Geneva

Dewi M. KUSUMAASTUTI (Miss), First Secretary, Permanent Mission, Geneva

IRAN (RÉPUBLIQUE ISLAMIQUE D’)/IRAN (ISLAMIC REPUBLIC OF)

Ali HEYRANI NOBARI, Counsellor, Permanent Mission, Geneva

Javad KAZEMI, Counsellor, Permanent Mission, Geneva

IRLANDE/IRELAND

Michael LYDON, Senior Examiner, Patents Office, Kilkenny

ITALIE/ITALY

Vittorio RAGONESI, conseiller juridique, Ministère des affaires étrangères, Rome

JAMAHIRIYA ARABE LIBYENNE/LIBYAN ARAB JAMAHIRIYA

Zakia SAHLI (Mrs.), Councillor, Permanent Mission, Geneva

JAMAÏQUE/JAMAICA

Symone BETTON (Miss), First Secretary, Permanent Mission, Geneva

JAPON/JAPAN

Mitsuru SONO, Director, Information Technology Planning Office, Information Systems Affairs Division, Trademark, Design and Administrative Affairs Department, Patent Office, Tokyo

Kazuo HATTORI, Deputy Director, Patent Information Promotion Policy Office, Patent Information Division, General Affairs Department, Patent Office, Tokyo

Hideto TANAKA, Deputy Director, Information Systems Affairs Division, Trademark, Design and Administrative Affairs Department, Patent Office, Tokyo

Takashi YAMASHITA, First Secretary, Permanent Mission, Geneva

KENYA

John Mwangi MAINA, Patent Examiner, Kenya Industrial Property Office, Nairobi

LETONIE/LATVIA

Guntis RAMANS, Head, Department of Examination of Inventions, Patent Office, Riga

LIBAN/LEBANON

Rania MEZHER (Mrs.), Operator, Ministry of Economy and Trade, Beirut

MADAGASCAR

Olgatte ABDOU (Mme), premier secrétaire, Mission permanente, Genève

MALAISIE/MALAYSIA

Mohammad Amran B. ABAS, Assistant Registrar, Intellectual Property Division, Ministry of Domestic Trade and Consumer Affairs, Kuala Lumpur

Raja Zaib Shah RAJA REZA, Second Secretary, Permanent Mission, Geneva

MAROC/MOROCCO

Fatima EL MAHBOUL, ministre conseiller, mission permanente, Genève

MEXIQUE/MEXICO

Arturo HERNÁNDEZ-BASAVE, Ministro, Misión Permanente, Ginebra

Miguel GUTIÉRREZ HERNÁNDEZ, Asesor en Tecnologías de la Información, Instituto Nacional del Derecho de Autor (INDA), México

Karla Tatiana ORNELAS LOERA (Srta.), Agregada Diplomática, Misión Permanente, Ginebra

NIGÉRIA/NIGERIA

Maigari Gurama BUBA, Second Secretary, Permanent Mission, Geneva

NORVÈGE/NORWAY

Toril FOSS (Mrs.), Project Manager, Norwegian Patent Office, Oslo

Per Olaf RANGER, Senior Advisor, Norwegian Patent Office, Oslo

OMAN

Batool AL-MULANJI (Mrs.), Director, Information Technology, Ministry of Commerce, Muscat

PAKISTAN/PAKISTAN

Muhammad ISHAQUE, Joint Electronics Advisor, Ministry of Science and Technology, Islamabad

PANAMA

Julio Armando CORONADO GARCIA, Jefe, Departamento de Sistemas de Información, Ministerio de Comercio e Industrias, Dirección General del Registro de la Propiedad Industrial, Panamá

Lilia CARRERA (Sra.), Analista de Comercio Exterior, Misión Permanente, Ginebra

PAYS-BAS/NETHERLANDS

Siep DE VRIES, Head, Chemical Division, Netherlands Industrial Property Office, Rijswijk

PHILIPPINES

Ma. Angelina M. STA. CATALINA (Mrs.), First Secretary, Permanent Mission, Geneva

Lourdes ALABARCA (Mrs.), Assistant Director, Management Information System and EDP Bureau, Intellectual Property Office, Department of Trade and Industry, Makati

POLOGNE/POLAND

Barbara ZABCZYK (Mrs.), Chief Expert, Information Department, Patent Office, Warsaw

PORTUGAL

Madalena ABREV (Mme), directeur d'information, Instituto Nacional de Propriedade Industrial (INPI), Lisbon

Jorge A.R. ALVIM, directeur informatique, Instituto Nacional de Propriedade Industrial (INPI), Lisbon

RÉPUBLIQUE DE CORÉE/REPUBLIC OF KOREA

AHN Jae-Hyun, Intellectual Property Attaché, Permanent Mission, Geneva

JANG Juneho, Deputy Director, IT Project Manager, Information Planning Division, Korean Intellectual Property Office, Taejon

JANG Dae-Kyo, Deputy Director, Information Planning Division, Korean Intellectual Property Office, Taejon

PARK Jin-Seok, Senior Deputy Director, International Cooperation Division, Korean Intellectual Property Office, Taejon

RÉPUBLIQUE DOMINICAINE/DOMINICAN REPUBLIC

Isabel PADILLA ROMÁN (Srta.), Consejero, Misión Permanente, Ginebra

RÉPUBLIQUE TCHÈQUE/CZECH REPUBLIC

Miroslav PACLÍK, Director, Patent Information Department, Industrial Property Office, Prague

RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE/DEMOCRATIC PEOPLE'S
REPUBLIC OF KOREA

JANG Chun Sik, Counsellor, Permanent Mission, Geneva

JO Sung Ju, Deputy Permanent Representative, Permanent Mission, Geneva

ROUMANIE/ROMANIA

Bogdan BORESCHIEVICI, Director, National Collection, IT Department, State Office for Inventions and Trademarks (OSIM), Bucharest

Adriana ATANASOAI (Mrs.), Head, IT Division, State Office for Inventions and Trademarks (OSIM), Bucharest

Gabriel JIPA, System Engineer, IT Division, State Office for Inventions and Trademarks (OSIM), Bucharest

ROYAUME-UNI/UNITED KINGDOM

Peter BACK, Deputy Director, PDD/A, The Patent Office, Newport

Geoff BENNETT, Head, Information Technology Services, The Patent Office, Newport

RWANDA

Jacqueline RUSIRIBYA (Mme), deuxième conseiller, Mission permanente, Genève

SLOVAQUIE/SLOVAKIA

Ondrej STEHLÍK, Head, IT Department, Information Technologies Department, Office of Industrial Property of the Slovak Republic, Banská Bystrica

Milan MÁJEK, deuxième secrétaire, Mission permanente, Genève

SLOVÉNIE/SLOVENIA

Marta JAKI (Mrs.), Head Assistant, Slovenian Intellectual Property Office (SIPO), Ljubljana

SOUDAN/SUDAN

Ahmed EL FAKI ALI, Commercial Registrar General, Ministry of Justice, Khartoum

SRI LANKA

Gothami INDIKADAHENA (Mrs.), Counsellor, Economic and Commercial, Permanent Mission, Geneva

SUÈDE/SWEDEN

Lars G. BJÖRKLUND, Acting Director General, Swedish Patent and Registration Office, Stockholm

Kerstin BERGSTRÖM (Mrs.), Head, Patent Information, Swedish Patent and Registration Office, Stockholm

SUISSE/SWITZERLAND

Matthias GÜNTER, chef, Service publication et communication électronique, Division finances et informatique, Institut fédéral de la propriété intellectuelle, Berne

Roland TSCHUDIN, chef formation, Institut fédéral de la propriété intellectuelle, Berne

THAÏLANDE/THAILAND

Pichet PENTRAKUL, Senior Computer Specialist, Computer Center, IP Promotion and Development Division, Department of Intellectual Property, Ministry of Commerce, Nonthaburi

Supark PRONGTHURA, Second Secretary, Permanent Mission, Geneva

TOGO

Koakou Ata KATO, responsable de la structure nationale de la propriété industrielle, Ministère du commerce, de l'industrie, des transports et du développement de la zone franche, Lomé

TUNISIE/TUNISIA

Mokhtar HAMDI, chef, Département de la propriété industrielle, Institut national de la normalisation et de la propriété industrielle (INNORPI), Tunis-Belvédère

Samia Ilhem AMMAR, conseiller, Mission permanente, Genève

TURQUIE/TURKEY

Yüksel YUCEKAL, Second Secretary, Permanent Mission, Geneva

UKRAINE

Alla KRASOVSKA (Mrs.), Acting Director, Ukrainian Institute for Industrial Property, Kiev

Alla KOCHETKOVA (Mrs.), Head, Patent Information Sector, Ukrainian Institute for Industrial Property, Kiev

Fedora GNATUSH (Mrs.), Deputy Head, External Relations Division, Ukrainian Institute for Industrial Property, Kiev

Oleksandr BEREZENSKIY, Information Technologies Division, Ukrainian Institute for Industrial Property, Kiev

URUGUAY

Silvia MOLINA ROSANO (Sra.), Legal Advisor, Dirección Nacional de la Propiedad Industrial, Montevideo

II. ORGANISATIONS INTERGOUVERNEMENTALES/
INTERGOVERNMENTAL ORGANIZATIONS

ORGANISATION DES NATIONS UNIES (ONU)/UNITED NATIONS (UN)

Serguei KHMELNITSKI, External Relations and Inter-Agency Affairs Officer, Geneva

ORGANISATION MONDIALE DE LA SANTÉ (OMS)/WORLD HEALTH
ORGANIZATION (WHO)

Michael SCHOLTZ, Special Representative of the Director-General, Geneva

ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE
(OACI)/INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

John ORTHCUT, Special Advisor to the Director, Bureau of Administration and Services, Montreal

ORGANISATION EURASIENNE DES BREVETS (OEAB)/EURASIAN PATENT
ORGANIZATION (EAPO)

Khabibullo FAYAZOV, Vice-President, Moscow

OFFICE EUROPÉEN DES BREVETS (OEB)/EUROPEAN PATENT OFFICE (EPO)

Guillaume MINNOYE, Principal Director, IS, The Hague

Georg PANTOGLOU, Director, Co-operation Programmes and INPADOC,
Vienna Sub-Office, Vienna

Hannes KIESBAUER, Director, Director Publications, Vienna Sub-Office, Vienna

Marc KRIER, Director, Applied R&D, Documentation Department, Rijswijk

ORGANISATION AFRICAINE DE LA PROPRIÉTÉ INTELLECTUELLE
(OAPI)/AFRICAN INTELLECTUAL PROPERTY ORGANISATION (OAPI)

Éliane POSSO (Mlle), chef, Service de la publication et de la documentation, Yaoundé

BUREAU BENELUX DES MARQUES (BBM)/BENELUX TRADEMARK OFFICE (BBM)

A.G.W.J. VERSCHURE, vice-président, La Haye

COMMUNAUTÉ EUROPÉENNE (CE)/EUROPEAN COMMUNITY (EC)

Natalie CHEVALLIER (Mrs.), Head of Sector, Technical Cooperation Division, Office de l'harmonisation dans le marché intérieur (marques, dessins et modèles) (OHMI)/Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM), Alicante

Natalie PASINATO (Miss), Assistant Technical Cooperation Division, Office de l'harmonisation dans le marché intérieur (marques, dessins et modèles) (OHMI)/Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM), Alicante

ORGANISATION DE L'UNITÉ AFRICAINE (OUA)/ORGANIZATION OF AFRICAN
UNITY (OAU)

Mustapha CHATTI, attaché, Genève

COMUNAUTÉ DES ÉTATS INDÉPENDANTS (CEI)/COMMONWEALTH OF
INDEPENDENT STATES (CIS)

Dmitry P. BULAKHOV, First Deputy Chairman, Executive Committee, Minsk

Mikalai M. OUHNEVIONAK, Head, Foreign Relations Section, Minsk

ORGANISATION INTERNATIONALE DE LA FRANCOPHONIE (OIF)

Xavier MICHEL, observateur permanent, Représentation permanente, Genève

Sandra COULIBALY LEROY (Mme), adjointe au directeur, Représentation permanente, Genève

III. ORGANISATIONS NON GOUVERNEMENTALES/
NON-GOVERNMENTAL ORGANIZATIONS

Fédération internationale des conseils en propriété industrielle (FICPI)/International Federation of Industrial Property Attorneys (FICPI): Claus Michael MAYR (President, Documentation, Organisation, Communication Commission, Munich)

Groupe de documentation sur les brevets (PDG)/Patent Documentation Group (PDG): Willem G. VIJVERS (Secretary General, Rijswijk)

IV. BUREAU/OFFICERS

Président/Chair: Peter BACK (Royaume-Uni/United Kingdom)

Vice-présidents/Vice-Chairs: Ágnes VADÁSZ (Hongrie/Hungary)
Ahmed EL FAKI ALI (Soudan/Sudan)

Secrétaire/Secretary: Helen FRARY (Ms.) (OMPI/WIPO)

V. BUREAU INTERNATIONAL DE L'ORGANISATION MONDIALE
DE LA PROPRIÉTÉ INTELLECTUELLE (OMPI)/
INTERNATIONAL BUREAU OF THE
WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO)

Kamil IDRIS, directeur général/Director General

Section de la gestion des techniques de l'information/Information Technology Business
Management Section: Helen FRARY (chef/Head)

Division des projets informatiques/Information Technology Projects Division:
Colin BUFFAM (chef de projet du projet WIPONET /Project Manager, WIPONET Project

Division des services informatiques/Information Technology Services Division: Inayet SYED
(directeur/director); Klaus-Peter WITTIG (directeur adjoint du Service des normes et de la
documentation/Deputy Director, Standards and Documentation Service); William GUY
(conseiller principal du Service des normes et de la documentation/Senior Counsellor,
Standards and Documentation Service); Angel LOPEZ SOLANAS (administrateur principal
à l'information en matière de propriété industrielle du Service des normes et de la
documentation/Senior Industrial Property Information Officer, Standards and Documentation
Service).

[L'annexe II suit/
Annex II follows]

ANNEX II

AGENDA

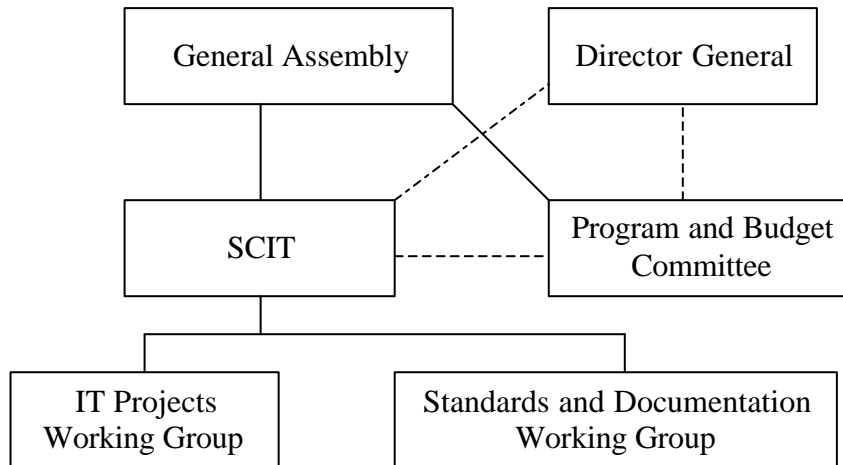
	<u>Paragraphs</u>
1. Opening of the session	6
2. Election of the Chair and two Vice-Chairs	7
3. Adoption of the agenda	8
4. Restructuring of the SCIT See document SCIT/6/2.	9 - 12
5. WIPONET Project Status Report See document SCIT/6/3.	13 - 18
6. GlobalPat Status Report Oral Report by the International Bureau	19 - 20
7. Status report on the JOPAL Project See document SCIT/6/4.	21 - 26
8. Progress report by the European Patent Office on making accessible, through the EPIDOS Patent Register Service, information about the entry into the national (regional) phase of published PCT International Applications See document SCIT/6/5.	27 - 32
9. Presentation of chemical formulae in patent specifications See project file SCIT/P 10/00 Rev.2.	33 - 34
10. Exchange of Information	35 - 37
11. Schedule of Activities See document SCIT/6/6.	38
12. Closing of the session	39

[Annex III follows]

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]

ANNEX IV

LIST OF TASKS FROM THE FOURTH SCIT PLENARY REPORT (SCIT/4/8)

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
1*	Monitor the establishment and operation of the WIPONET, in particular, its deployment in IPOs with no Internet access and the training of IPO staff in the use of the applications and services available over the network, and the Service Level Agreements for WIPONET performance.	ITPWG	WIPONET Service Level Agreements to be made available to next meeting of ITPWG for consideration
2	Study the potential of electronic commerce, its infrastructure and the usage of tools therefore by IPOs	ITPWG	Scope of task to be reconsidered after the application of the new process for task initiation by the ITPWG
3*	Deleted		
4*	Deleted		
5*	Monitor pilot projects, undertaken by the International Bureau, to evaluate viable, cost-effective and user-friendly solutions for the streamlining and automation of intellectual property administration functions, in particular, those solutions most suitable for small IPOs	ITPWG **	
6*	Assist small IPOs in acquiring optical discs to enhance accessing of patent information	SDWG **	
7	Monitor the changeover to electronic data carriers and the corresponding equipment to update the Statement of Principles and technical guidelines, as necessary	SDWG	
8	Elaborate an International Standard Application Format	SDWG	SDWG to consider the scope and wording of this text in connection with its linkages with tasks 13, 18, 19 and 21

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
9*	Monitor functionality and operations of the IPDLs Project	ITPWG	
10	Consider the need for common field name tags in databases contained in IPDLs	SDWG	
11	Develop reference resources useful for IPOs to be made available on the network	SDWG	
12	Investigate the possibility of enhancing and extending the natural language search and classification system of INPI (France) to cover the official UN languages and the utility of such technologies for automatic search enhancement and classification systems	ITPWG	ITPWG to consider the scope and wording of this task in connection with its linkage to task 27
13*	Prepare technical standards for e-filing, processing and storage of patent applications	SDWG	SDWG to consider the scope and wording of this task in connection with its linkage with tasks 8 and 15
14*	Monitor the development of electronic filing of patent and trademark applications and provide developing countries with technical assistance in this area	ITPWG **	
15	Study the consequences of e-filing on the production of certified office copies with particular reference to those used for priority purposes	SDWG	(See task 13)
16	Monitor activities to be undertaken to gradually meet the IT requirements of the WIPO Academy Distance Learning Program	ITPWG **	
17*	Revise WIPO Standards ST.30, ST.31, ST.32, ST.33, ST.35 and ST.40 [ST. 33 and ST.35 completed]	SDWG	
18*	Monitor the development of the trilateral standards related to machine-readable data and receive a report from the Delegations of the EPO, the JPO and the USPTO at each meeting	SDWG	(See task 8) International Bureau to prepare new text to include element on harmonization and so that task 21 may be subsumed by task 18

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
19	Elaborate a WIPO standard concerning making patent documents available on mixed-mode optical discs.	SDWG	(See task 8) SDWG should also consider linkage between this task and current work on ST.40
20	Prepare a recommendation on how figurative elements of marks should be captured in electronic form and how they should be displayed on visual display units (VDUs)	SDWG	
21	Monitor work of and participate in relevant Internet and IT standard-setting bodies	SDWG **	To be deleted, once new wording of task 18 is agreed
22*	Investigate, in the light of the revised Standard ST.14, whether any other WIPO Standard, such as ST.6, ST.10/B, ST.11, ST.12, ST.16, ST.19, ST.30, ST.32, ST.35 and ST.40, requires revision in order to clarify how a patent document should be uniquely identified	SDWG	
23	Monitor the inclusion of information about entry into the national (regional) phase of published PCT international applications in the EPIDOS/PRS database	SDWG	
24	Collect and publish Annual Technical Reports on Patent, Trademark and Industrial Design Information Activities of the SCIT Members (ATR/PI, ATR/TM, ATR/ID)	SDWG **	
25	Monitor the development of, and report to the appropriate body on, WIPO publications on CD-ROM	SDWG **	
26	Report on activities of WIPO in respect of: (a) updating the Handbook on Industrial Property Information and Documentation (b) the collection of Industrial Property Statistics (c) the Journal of Patent Associated Literature (JOPAL) (d) the List of Periodicals Established under PCT Rule 34.1(b)(iii)	SDWG **	

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
27	Monitor the progress of activities carried out to implement the Classification Automated Information System (CLAIMS) in accordance with Project 12 of the IT Strategic Implementation Plan	ITPWG **	(See task 12)
28	Update the Survey of the Grant and Publication of SPCs and make it available through WIPO's web site	SDWG **	

Notes: * High priority tasks

** Task to be carried out/handled by the IB and to be reported on to the ITPWG or SDWG

IB: International Bureau

SDWG: Standards and Documentation Working Group

ITPWG: Information Technology Projects Working Group

[End of Annex IV and of document]