

**WORLD INTELLECTUAL PROPERTY
ORGANIZATION**

世界知识产权组织

**ORGANIZACION MUNDIAL
DE LA PROPIEDAD INTELECTUAL**



**ORGANISATION MONDIALE
DE LA PROPRIÉTÉ INTELLECTUELLE**

المنظمة العالمية للملكية الفكرية

**ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ**

C. SCIT 2376

04

July 13, 1998

Re: Preparation of the Request for Proposals (RFP) for the WIPO Global Information Network (Project SCIT/P 35)

Madam,
Sir,

At its first Plenary session, held in June 1998, the Standing Committee on Information Technologies (SCIT), when considering the establishment of the WIPO Global Information Network, decided to set up a new task force to assist the International Bureau of WIPO in the work of drawing up the Request for Proposals (RFP) and requested the International Bureau to invite members of the SCIT to nominate experts for inclusion in the task force (see document SCIT/1/7 Prov., paragraphs 16 to 20). The nominated experts should have the necessary technical expertise to make an effective contribution in their individual capacity to the work of the task force, the terms of reference of which are as follows:

Assist the International Bureau in preparing the Request for Proposals for the Global Information Network including, in particular:

(a) Assessment of technical requirements to provide network services for the intellectual property offices in the light of their existing information infrastructure determined through a technical inventory;

(b) Establishment of technical requirements for data exchange between intellectual property offices, including the exchange of unpublished data, by means of a survey of the needs of the intellectual property offices for such exchange.

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Please note that this task will require a significant commitment by the experts to intensive work to be undertaken mainly via e-mail during the period of August to mid-November 1998.

Your Office/Organization is cordially invited to nominate an expert who will work as a member of this task force. Should you wish to do so, it would be appreciated if you could provide the International Bureau with the name and all contact details (telephone, fax, e-mail) of your nominated expert as soon as possible and not later than July 31, 1998. Your response should also be sent to our e-mail address, scit.mail@wipo.int. Please indicate the number of this Circular in your reply.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Y. Takagi', is centered below the text 'Sincerely yours,'.

Y. Takagi
Director

Inter-Office Information Services Department