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المنظمة العالمية للملكية الفكرية

**ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ**

C. SCIT 2554
06

April 8, 2002

Re: Task No. 24 of the SCIT Work Program:
Annual Technical Reports on Patent Information Activities in 2001

Madam,
Sir,

I should like to invite your Office to send an Annual Technical Report on its Patent Information Activities in the year 2001. The recommended contents of the report are given in the Annex to this Circular. An “electronic report form,” containing the said recommended contents of the report (in Word 6.0/95 format), has been sent to your Office along with the electronic copy of this Circular. The electronic report form can also be downloaded from WIPO’s web site (<http://www.wipo.int/scit/en/mailbox/mastcirc.htm>). For any questions concerning the completion of the electronic report form, please contact Mr. López Solanas at the following e-mail address: angel.lopezsolanas@wipo.int.

The International Bureau will publish the Annual Technical Reports for 2001 in the SCIT area of WIPO’s web site (<http://www.wipo.int/scit/en/atrs>), where you can also find the Annual Technical Reports for the previous three years.

In order to facilitate the publication of the Annual Technical Reports on WIPO’s web site, you are invited to use the above-mentioned electronic report form, filling in the pertinent information under each item mentioned in the recommended contents that is relevant to your Office. Please note that

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the *main* items are in protected sections and, therefore, cannot be corrected or deleted. However, you may delete any *sub*-items that do not apply to your Office. Please also fill in the following on the cover page: (i) the two-letter code of your country or organization in the field located right after the year in the upper right-hand corner, and (ii) the name of your country or organization in the field located under the words “submitted by.”

Please include in the said Annual Technical Report any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning patents and utility models.

You are kindly requested to submit your Annual Technical Report by e-mail to the following address: *scit.mail@wipo.int*, or by floppy disk if your Office does not have e-mail facilities. Please do *not* submit a paper copy of the report (unless you are unable to send the report by e-mail or floppy disk).

It would be appreciated if you could send the Annual Technical Report to the International Bureau not later than May 31, 2002. Please indicate the number of this Circular in your reply.

Sincerely yours,



Neil Wilson
Head
IT Services Division