

C. CWS 180

April 15, 2024

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Re: Recommendations on ICT and IP administration

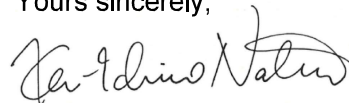
Madam,
Sir,

At its eleventh session held in December 2023, the Committee on WIPO Standards (CWS) considered a set of recommendations on Information and Communication Technology (ICT) and Intellectual Property (IP) administration, which was presented by its ICT Strategy Task Force. The CWS requested the Secretariat to issue a circular inviting its members to comment on the draft Recommendations on ICT and IP administration. (See document CWS/11/18 and paragraphs 154 to 159 of document CWS/11/28.)

The ICT Strategy Task Force prepared a set of improved draft Recommendations taking into account the discussions at the eleventh session of the CWS. The set of improved draft Recommendations is annexed to this Circular.

Your Office/Organization is kindly invited to provide feedback to the Secretariat at: cws.mail@wipo.int by May 10, 2024. Any questions on the draft Recommendations can be directed to the Secretariat.

Yours sincerely,



Ken-Ichiro Natsume
Assistant Director General
Infrastructure and Platforms Sector

DRAFT RECOMMENDATIONS ON ICT AND IP ADMINISTRATION

Recommendations	Recommended Actions	Related 40 RECs ¹
<p><u>Recommendation 1:</u> IP offices should have an ICT strategy, either as a part of business strategic planning or independently, including measures for annual evaluation.</p>	<p>(a) IP offices are encouraged to develop an ICT Strategy in line with their business strategy.</p> <p>(b) IP offices are encouraged to share their ICT strategy with other Offices, in one of the WIPO languages, preferably in English, where possible.</p> <p>(c) The International Bureau should provide a forum to discuss ICT Strategies, including their evaluation and updates, among IP offices.</p>	Not applicable as this is new
<p><u>Recommendation 2:</u> IP offices should ensure that IP data and documentation are available for publication and exchange with other IP offices in machine-readable full text formats following relevant WIPO Standards.</p>	<p>(a) IP offices should digitize paper-based or image-based IP documents into machine-readable full text formats, where possible structured data formats either in XML or JSON following relevant WIPO Standards.</p> <p>(b) IP offices are encouraged to support other IP offices' digitalization, including sharing their experience and digitalization solutions.</p> <p>(c) IP offices are encouraged to cooperate on data exchange. Preferred format for exchange, publication and dissemination of IP data and documents are WIPO Standards-based XML or JSON formats.</p>	R3, R4, R13, R14, R16, R17 and R32
<p><u>Recommendation 3:</u> IP offices should ensure that a data governance framework is in place taking into account organizational policies and related legal framework, and regularly evaluated.</p>	<p>(a) IP offices should establish and maintain a data governance framework which includes data governance strategy, data management policy, and data protection policies and guidelines.</p> <p>(b) IP offices are encouraged to share their data governance framework or associated documents with other IP Offices, where possible</p> <p>(c) IP offices are encouraged to share and disseminate data and documentation, without any barriers and free-of-charge or at a marginal cost.</p>	R22 and R29

¹ 40 Recommendations from the Meeting on ICT Strategy and Artificial Intelligence (see [document CWS/6/3](#))

Recommendations	Recommended Actions	Related 40 RECs ¹
<p><u>Recommendation 4:</u> IP offices should optimize their current business models, legal frameworks and workflow processes to make them suitable for the digital age in collaboration with internal and external stakeholders at all stages.</p>	<ul style="list-style-type: none"> (a) IP offices should identify business problems, and possible and best digital solutions to address them, avoiding mere replication of outdated paper processes. (b) IP offices should ensure a general common understanding of digital transformation at the organizational level, including the possible and appropriate use of emerging and rapidly evolving technologies based on an appropriate determination of the business case and of the most suitable solutions. (c) IP offices should ensure that strategies to leverage API and the Cloud is in place, considering relevant domestic regulations and business policy, for modernization, automation and optimization of business processes, including data exchange and dissemination. (d) IP offices should consider legal changes to support digital transformation, such as: <ul style="list-style-type: none"> i. development of automated decision-making frameworks ii. use of qualified electronic signature in IP administration; iii. optionally using a common global ID across IP offices; and iv. exploring use of biometric identification technologies. 	<p>R1, R2, R6, R36 and R39</p>
<p><u>Recommendation 5:</u> IP offices should ensure that the adoption of possible blockchain and Artificial Intelligence (AI) use cases will be based on assessments of project risks, including with respect to relevant organizational policies and regulations as well as</p>	<ul style="list-style-type: none"> (a) IP offices are encouraged to explore and share the use cases of blockchain technology. (b) IP offices are encouraged to explore and share the use cases of AI-powered tools and services, including massive, publicly-available generative AI capabilities as they mature, for functions including image searching, semantic text searching, image and text classifications, translation and customer support, 	<p>R7, R12 and R15</p>

Recommendations	Recommended Actions	Related 40 RECs ¹
potential implication of blockchain and AI-powered solutions in business operation.	(c) IP offices should consider ways in which the technology can be shared and made available to smaller IP offices to improve the quality and efficiency in business processes	
<u>Recommendation 6:</u> IP offices are encouraged to cooperate in developing and using common ICT reference architectures for IP, including solutions and platforms to improve the quality and efficiency in business processes, and to share experience.	(a) IP offices are encouraged to share their technology stacks in use within other IP offices, where possible, and (b) the International Bureau should provide a forum and a platform for sharing as needed.	R10, R16, R21, R25, R28, R30, R31 and R34
<u>Recommendation 7:</u> IP offices are encouraged to contribute to multilateral or international cooperative projects concerning IP data, global IP information systems and services, IP data dissemination, and IP documentation.	(a) IP offices are encouraged to actively participate in the cooperative projects ² that the CWS approved or noted. (b) IP offices are encouraged to offer multilateral cooperative projects and to participate in the projects which are offered by other IP offices.	R8, R9, R11, R19, R23, R24, R35 and R40
<u>Recommendation 8:</u> IP offices should participate in developing WIPO Standards and implement them where possible.	(a) IP offices are encouraged to nominate their subject matter experts to the CWS Task Forces. (b) IP offices are encouraged to inform the International Bureau of their implementation status of WIPO Standards and to participate in the surveys of the CWS.	R20, R26, R27 and R33

² such as Global Identifier project, Unified API Catalog project and the provision of patent authority files in WIPO ST.37-compliant format considering PCT minimum documentation

Recommendations	Recommended Actions	Related 40 RECs¹
<p><u>Recommendation 9:</u> IP offices should ensure that an information security policy is in place on the basis of best practices, and regularly evaluated.</p>	<p>(a) IP offices should develop and maintain their information security policy. (b) IP offices are encouraged to share their information security policy and their experiences, including current challenges and solutions to address them.</p>	R36 and R37
<p><u>Recommendation 10:</u> IP offices are encouraged to share experience and information on planning, managing, delivering and evaluating ICT projects.</p>	<p>(a) IP offices are encouraged to share experience and lessons learned relating to different ICT project delivery models, including:</p> <ul style="list-style-type: none"> i. Internally run; and ii. Provided by external service providers if possible; 	Not applicable as this is new