

C. PCT 1576

October 2, 2019

Madam,
Sir,

1. *Annual Reporting on Quality Management Systems*

At the ninth informal session of the Quality Subgroup held in Cairo, Egypt on February 11 and 12, 2019, the Subgroup discussed the reports from International Authorities on their quality management systems (QMS) under Chapter 21 of the PCT International Search and Preliminary Examination Guidelines (“the Guidelines”). For future reporting, the Subgroup made the following recommendation (see paragraph 6(a) of Annex II to document PCT/MIA/26/13):

“6. The Subgroup recommended:

“(a) to continue reporting on existing QMS using the present reporting mechanism, indicating changes from the previous report and including these changes in a summary along with other matters of likely interest as part of the introduction to the report;”

Your Office is therefore invited to submit an annual report on its QMS in accordance with Chapter 21 of the Guidelines in the form of a full report, indicating the changes from the report submitted in the previous year. The introduction to the report should include a summary with all the changes to the QMS that have taken place in the previous report and other matters of likely interest.

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A new template to complete the report is available on the electronic forum of the Quality Subgroup. This template takes into account modifications to Chapter 21 of the Guidelines that entered into force on July 1, 2019, in particular, the incorporation of risk-based practices and subsequent renumbering of paragraphs. You should therefore transfer any text from previous reports and use the new template for your Office's QMS report for 2019. Details on how to join the forum can be found on the main page of the PCT/MIA Electronic Forum at www.wipo.int/pct-mia (username: `pctmia`; password: `miaforum`).

The reports should be submitted by November 30, 2019, preferably by uploading them directly to the appropriate page of the electronic forum of the Quality Subgroup, or alternatively, by sending them by e-mail to pct.mia@wipo.int. If you have any queries about using the new template to prepare the report, you may also send them to this address.

2. Discussion of Quality Management Systems during the Ninth Informal Session of the Quality Subgroup

At the ninth informal meeting of the Quality Subgroup, the China National Intellectual Property Administration, the European Patent Office, the Japan Patent Office and the National Institute of Industrial Property of Chile gave presentations on their QMS. The Subgroup found these presentations to be useful to gain a better understanding of practices of quality management (see paragraph 3 of Annex II to document PCT/MIA/26/13). Some of these Authorities had given presentations on their QMS at previous meetings of the Subgroup, as had the Intellectual Property Office of Singapore in 2018 and the Canadian Intellectual Property Office in 2017. In response to the presentations at the ninth informal meeting of the Quality Subgroup, the Subgroup made the following recommendation (see paragraph 6(b) of Annex II to document PCT/MIA/26/13):

“6. The Subgroup recommended:

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“(b) that other Authorities should present overviews of their QMS to future meetings of the Subgroup.”

Your Office is therefore invited to consider presenting an overview of its QMS at the tenth informal meeting of the Quality Subgroup, which is planned to take place in Gatineau, Canada, from February 3 to 5, 2020. If you wish to make a presentation of your QMS, you can upload the presentation to the meeting page of the electronic forum for the session, or you can send the presentation by e-mail to pct.mia@wipo.int. It would be appreciated if you could let us know if you intend to make a presentation related to your QMS by sending an e-mail to this address by December 13, 2019, if possible, but the presentation can be sent up to the week before the meeting of the Subgroup.

3. Paired Review of Quality Management Systems of International Authorities

At the ninth informal session of the Quality Subgroup, nine International Authorities participated in a paired review pilot of their QMS (see paragraphs 23 to 27 of Annex II to document PCT/MIA/26/13). In concluding the discussions by the Subgroup on this matter, the Subgroup made the following recommendation (see paragraph 23 of Annex II to document PCT/MIA/26/13):

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“30. The Subgroup noted the feedback from the paired review exercise and recommended that interested Authorities should perform a paired review of reports of Quality Management Systems at the next meeting. The International Bureau would invite Authorities to participate through the Circular requesting reports on the Quality Management Systems with a deadline to allow participating Authorities to make contact with the Authority they would be reviewing and share questions if desired.”

Your Office is invited to participate in the paired review of QMS at the tenth informal meeting of the Quality Subgroup from February 3 to 5, 2020. If your Office wishes to participate, you should indicate this at the same time as submitting the annual QMS report discussed above, or by sending an e-mail to pct.mia@wipo.int by December 13, 2019, at the latest. This will allow adequate time for participating Authorities to review the QMS report of the Authority that they have been assigned and provide an opportunity for correspondence before the meeting itself.

Yours sincerely,



John Sandage
Deputy Director General