

C.PCT 1298

April 8, 2011

Madam,
Sir,

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Please find enclosed a copy of Note C.PCT 1297, addressed today to the Minister for Foreign Affairs of your country.

That Note states that the World Intellectual Property Organization (WIPO) will cover the cost of travel by air in economy class and provide a daily subsistence allowance to enable one delegate who is designated by your Government to participate in the fourth session of the *Patent Cooperation Treaty (PCT) Working Group*, convened to meet from June 6 to 10, 2011.

Yours sincerely,



Francis Gurry
Director General

Enclosure: Note C.PCT 1297

C.PCT 1297

The Director General of the World Intellectual Property Organization (WIPO) presents his compliments to the Minister for Foreign Affairs and has the honor to refer to Note C.PCT 1290, dated February 4, 2011, inviting His Excellency's Government to be represented at the fourth session of the *Patent Cooperation Treaty (PCT) Working Group*, which will be held in Geneva from June 6 to 10, 2011.

WIPO will cover the cost of travel by air in economy class and provide a daily subsistence allowance for one representative designated by His Excellency's Government to participate in the fourth session of the *PCT Working Group*. Details of travel and other arrangements are set out in the Annex to this note.

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It would be appreciated if His Excellency's Government could communicate to the International Bureau of WIPO, by means of the enclosed participation form by April 29, 2011, the name and title of the designated representative.

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April 8, 2011

Enclosures: Annex
Participation Form

ANNEX

TRAVEL AND OTHER ARRANGEMENTS FOR THE
PATENT COOPERATION TREATY (PCT) WORKING GROUP

FOURTH SESSION
JUNE 6 TO 10, 2011

WIPO will provide the designated person with an air ticket in economy class from the location of his/her Office to Geneva and return. The price of any ticket bought by the designated person will not be reimbursed by WIPO.

WIPO will also provide the designated person with a daily subsistence allowance ("DSA" for hotel accommodation, meals and miscellaneous expenses) for the period of the meeting in Geneva at the applicable United Nations rate. The rate for Geneva is currently 389 Swiss francs. In addition, a lump sum of 160 Swiss francs (subject to change) will be paid in respect of "terminal expenses" (for taxis, porters and other incidental expenses) on departure and arrival.

An accident insurance (accident only, not sickness) provided by WIPO will cover the period of the travel and the meeting.

Patent Cooperation Treaty (PCT) Working Group

Fourth Session
June 6 to 10, 2011, Geneva

Participation Form

(Request for payment of travel expenses)

1. Country/Organization:
2. Surname: Mrs./Miss/Mr.
(in block letters)
First Name(s):
3. Present Official Title:
4. Full Address: Official:
.....
Private:
5. Telephone Numbers: Official: Private:
6. Fax Numbers: Official: Private:
7. E-mail:

I confirm that my organization will not cover the travel expenses related to my participation in the above-mentioned meeting.

Date: Signature:

Note: WIPO will provide the round-trip air ticket (economy class); it will be delivered to the participant one to two weeks before the travel date. The daily subsistence allowance for the duration of the meeting, payable in Geneva, will be in accordance with the applicable United Nations rate (currently 389 Swiss francs, subject to change).

Please send by facsimile to: (41-22) 338 71 50