

C. PCT 1361

October 23, 2012

Madam,  
Sir,

This Circular is addressed to your Office in its capacity as an International Searching and Preliminary Examining Authority under the Patent Cooperation Treaty (PCT).

In that capacity, your Office is invited to submit an annual report on its quality management system in accordance with Chapter 21 of the PCT International Search and Preliminary Examination Guidelines.

At the second informal session of the Quality Subgroup held in Canberra on February 6 and 7, 2012, the Subgroup discussed proposals for modifications to the reporting template for completing annual reports on the quality management systems of Authorities. These discussions are summarized in paragraph 6 of the Annex to document PCT/MIA/19/13 as follows:

“6. The Subgroup recommended that, instead of submitting full reports every five years and cumulative updates in the intervening years, Authorities should submit each report in the form of a full report, making the differences from the previous year’s report clear, for example using “track changes” or other form of highlighting. The supplementary template would therefore no longer be required.”

Authorities are therefore invited to submit an annual quality report in the form of a full report, indicating the differences from the reports submitted in previous years. If the most recent quality report submitted by your Authority was a supplemental report in accordance with paragraph 21.30 of the International Search and Preliminary Examination Guidelines, you should begin by incorporating the relevant content of any supplemental report into the full report that was last submitted by your Authority before proceeding to make updates to the

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report to take into account more recent developments in your Authority's quality management system. If this situation applies to your Authority, your report should include markings to distinguish between the changes due to recent developments and the changes due to the incorporation of the content of any supplemental reports.

Offices which have not yet commenced operation as an International Authority are also requested either to update their most recent full report indicating changes as described above, or if they have not already done so in the past, to submit a full report in accordance with paragraph 21.29 of the International Search and Preliminary Examination Guidelines, indicating the extent to which their quality management systems have been prepared.

A template to complete annual quality reports can be found on the electronic forum of the Quality Subgroup, if needed. The forum also includes the reports submitted by Authorities in 2010 and 2011, which can be used as a basis for making the necessary updates. 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](http://www.wipo.int/pct-mia) (username: pctmia; password: miaforum).

The reports should be submitted by November 30, 2012, 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](mailto:pct.mia@wipo.int).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Pooley', with a small 'JP.' to the left.

James Pooley  
Deputy Director General