

C. PCT 1616

December 22, 2020

Madam,
Sir,

Annual Reporting on Quality Management Systems

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

At the tenth informal session of the Quality Subgroup held in Gatineau, Canada from February 3 to 5, 2020, 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 9(a) of Annex II to document PCT/MIA/27/16):

“9. The Subgroup recommended:

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 template to complete the report is available on the electronic forum of the Quality Subgroup. The template is the same as that used in 2019. Details on how to join the forum can be requested, if required, by email to pct.mia@wipo.int.

Your Office is invited to submit its report by January 31, 2021, preferably by uploading it directly to the appropriate page of the electronic forum of the Quality Subgroup, or alternatively, by sending it by e-mail to pct.mia@wipo.int.

Yours sincerely,

A handwritten signature in black ink, appearing to read "John Sandage".

John Sandage
Deputy Director General