

**WIPO/IP/DAM/04/9**

**ORIGINAL:** English

**DATE:** April 2004



SYRIAN ARAB REPUBLIC



WORLD INTELLECTUAL  
PROPERTY ORGANIZATION

**WIPO NATIONAL SEMINAR ON INDUSTRIAL PROPERTY FOR  
ENTREPRENEURIAL, COMMERCIAL AND RESEARCH AND  
DEVELOPMENT PURPOSES**

organized by  
the World Intellectual Property Organization (WIPO)  
in cooperation with  
the Ministry of Economy and Trade  
and the Syrian International Chamber of Commerce (ICC)

**Damascus, May 11 and 12, 2004**

**HOW TO SET UP AN INDUSTRIAL PROPERTY SERVICE AT ENTERPRISES,  
UNIVERSITIES AND RESEARCH AND DEVELOPMENT CENTERS**

*Document prepared by the International Bureau of WIPO*

# TABLE OF CONTENTS

## PATENT INFORMATION SYSTEM (PIS)

	Paragraphs
I. Staff	1 - 9
II. Documentation for the PIS	10 - 14
III. On-line access	15 - 17
IV. Books, manuals, references	18
V. Services offered by the PIS	19 - 22
VI. Equipment of the PIS	23 - 24
VII. International cooperation	25

## PATENT INFORMATION SYSTEM (PIS)

## I. STAFF

1. Without well-trained reliable staff, the PIS cannot perform properly. Staff are the key element for success and thus are of prime importance. The documentation and equipment will grow gradually, but it is highly desirable to have technical staff available from the very outset who are capable of helping and advising users and acting as intermediaries with other patent information centers.

2. The PIS should be headed by a person with a wide range of experience in industrial property and patent documentation. The background of the technical staff should reflect the different fields of technology: mechanical, chemical and electro-physical. These are typical industrial property subdivisions. There should therefore be preferably at least three technical staff members, who do not need to be contracted simultaneously. It is important that they should be specialized in information retrieval methods and trained in the different ways and means of obtaining the required information, for example, performing searches on CD-ROMs or on-line or by conventional means which they will carry out within the Patent Information System. The technical staff should be well acquainted with the techniques of interrogating data bases, the IPC and, where appropriate, other classification systems, as well as having a good knowledge of how patent documents and patent gazettes are written and presented.

3. As the technical staff will be expected to perform a wide variety of highly technical tasks, it is important for them to possess a university degree in one of the technical fields mentioned, and also to be specialized or to receive training in information retrieval. They must be experts in obtaining and providing technical information. The actual operation of an on-line terminal to interrogate an external data bank can and should be carried out by a minimum number of personnel to prevent inefficient (and costly) operation. It is important that the technical staff should have language abilities commensurate with the document collection. This should be borne in mind during recruitment.

4. It should be emphasized that the acquisition, by any individual, of specialized knowledge concerning all patent information and documentation matters can take some years. It is therefore indispensable that staff of the PIS be guaranteed reasonable career prospects in the industrial property office.

5. Although the searchers are of prime importance, the supporting staff should also be selected carefully in view of the high technical level of documentation and classification work in the patent field. The main task of a documentation clerk, for example, is filing, keeping the documentation in good order and using the equipment properly. These staff members should therefore be very reliable and have a strong sense of responsibility.

6. In addition to the three searchers who will perform the searches in response to requests received from the clients of the PIS, it is advisable to set up a special unit to maintain direct contacts with the users and to identify potential users throughout the country. This unit, a so-called "Business Development and Clients' Service," may consist of one or more officers. The level of the officer should not be lower than that of the searchers. This officer is to be in charge of visiting the sites of the users and to develop the awareness of potential users, thus fulfilling an important function in the development of business and the feedback of the quality of services to be offered by the Intellectual Property Office (see section "Services offered by the PIS" below).

7. After the initial phase, a second documentation officer should be in charge of the public reading room, receiving the visitors to that room and, with the assistance of the searchers, advise clients on the documentation available as well as on the use of the equipment and on the search strategy.

8. Depending on the workload and the needs of the PIS, one or two secretaries should be assigned to assist the person responsible for the system, the three searchers and for the services offered in the public reading room.

9. In priority, the PIS should comprise of the person responsible (head/director), the three searchers, a documentation clerk and a secretary. In the initial stage one, two or all three searchers could be entrusted with the tasks of visiting the users and advising them. This person could also, during this stage, perform tasks of arranging the collections, maintaining the equipment and manning the public reading room. The latter task should then be performed in close cooperation with one of the searchers. Similarly, in the first stage, one secretary could perform the secretarial tasks, including correspondence and data entry for the PIS, and gradually, the second and third secretary should then be recruited to suit the increase in the workload and the diversity of the tasks. A proposed organigramme / chart of the PIS is contained in Annex I of this report.

## II. DOCUMENTATION FOR THE PIS

10. The PIS should be provided with a complete collection of the national patent documents and any national publication related to patents, including texts of laws and relations. Furthermore, the PIS should host the collection of foreign patent documents and the necessary search tools in addition to the collection of books, reference material, manuals, relevant WIPO publications, etc. In summary, the PIS should be provided with the following:

11. National Patent Documents: In close cooperation with the National Industrial Property Office, the PIS should establish a collection of patent documents to include a paper copy of the full text of each patent document ever published in the country itself. This collection on paper should be classified according to the International Patent Classification (IPC) and stored in "shoe boxes," each containing a maximum of 100 patent documents.

12. A database containing the bibliographic data of the national patents, including those which are no longer valid, should be completed. The bibliographic data to be stored in the database should include, to the extent possible, the following (the two-letter codes in brackets refer to the INID codes of WIPO Standard St. 9, "Recommendation Concerning Bibliographic Data on and Relating to Patent Documents):

- (11) Number of the document;
- (12) Plain language designation of the kind of document;
- (19) Two-letter code "TT" identifying Trinidad and Tobago (for example);
- (21) Application Number;
- (22) Date of filing of the application;
- (31) Number of priority application;
- (32) Date of priority application;
- (33) Two-letter country code identifying the country or organization allotting the priority application number;
- (45) Date of publication of the patent document;
- (51) Symbol(s) of the IPC;
- (54) Title of invention;
- (57) Abstract of the invention (whenever available);
- (71) Name(s) of the applicant(s);
- (72) Name(s) of the inventor(s);
- (74) Name of the agent(s).

13. It is recommended to harmonize the layout of the cover page of the national patent documents, and that the PIS should prepare a cover page containing the above-mentioned bibliographic data, in case the original application does not already have such a page. The data input for the database will then be taken from these cover pages.

14. Annex II to this report contains a sample cover page which shows the layout and identification of the bibliographic data. It is recommended to use this layout for the national patent documents.

15. Foreign patent documents: With a view to using limited storage space, reducing maintenance costs, increasing access speed, it is recommended that the PIS should avoid keeping, to the extent possible, any collection of foreign patent documents on bulky or sensitive information carriers, such as paper, microfilms or microfiches. It is recommended to limit the storage of patent information to electronic information carriers, such as CD-ROMs or computer hard disks or magnetic tapes. Presently, the CD-ROMs available on the market would respond to the needs of the PIS. It is recommended that the PIS should complete the collection of the following CD-ROMs search:

Search Tools/CD-ROMs

- |   |                |              |
|---|----------------|--------------|
| – | IPC:CLASS      | from WIPO    |
| – | IPLEX          | from WIPO    |
| – | ACCESS-A and B | from the EPO |
| – | BULLETIN       | from the EPO |

- LEGAL from the EPO
- PAJ from Japan
- PATENTS-BIB, CLASS and ASSIST from the USPTO
- US PatentSearch from MicroPatent\*
- GLOBAL Pat from WIPO
- BREF from INPI (France)

#### Reference (Full Texts) CD-ROMs:

- ESPACE/EP-A from the EPO\*
- ESPACE/UK from The Patent Office of the UK\*
- ESPACE-WORLD (1978 - 1989) from WIPO
- ESPACE-WORLD (1990 - 2004) from WIPO and EPO
- USAPat from the USPTO
- COSMOS from INPI (France)

\* These products are to be purchased by the IPO with WIPO assistance in order to obtain preferential rates.

16. According to the requirements of the users and their needs, the PIS may consider the acquisition of search tools or reference CD/DVD-ROMs containing patent information from other countries, like Australia, China, France, Germany, etc.

### III. ON-LINE ACCESS

17. The PIS should have access to computerized databases hosted abroad which offer patent information searching. There is a wide range of such databases around the world. It should be kept in mind that access to these commercial databases requires financial resources to be covered by the IPO (special agreements can be negotiated with some of the suppliers)\*.

18. The PIS should also make searches in patent information on those databases offered free-of-charge on Internet by the industrial property offices of industrialized countries. The number of such databases on Internet is increasing continually and the scope of services offered on Internet is widening regularly. The PIS could access these databases on Internet via the homepage of WIPO under “<http://www.wipo.org>” and by selecting the entry “Site addresses of other industrial property offices.” The list of “Addresses of existing web sites of other industrial property offices” offers the names of those offices that had put their home pages on a web site. By browsing regularly through these web sites, the PIS will keep itself up to date on the services offered by the different offices. The PIS should familiarize itself with the search strategy by interrogating the US and JP web sites, although these offices are, for the time being, offering patent searches on a test and experimental basis.

---

\* See document: The Industrial Property Information: A Tool for Innovation and Technological Development. Patents as a Service of Technical Information for Commercial and R&D Purposes

19. The PIS will decide later on whether or not they wish to complement patent searching on Internet with pay subscriptions to commercial suppliers of patent information, such as Derwent. It is recommended not to subscribe before having tested the existing free services (see above) offered by the industrial property offices on Internet.

#### IV. BOOKS, MANUALS, REFERENCES

20. The PIS should put at the disposal of its searchers and clients visiting the public reading room a selection of dictionaries, encyclopedia, glossaries, manuals and WIPO publications related to the patent system and, in particular, to patent information. The selection of these books and publications should be made in consultation with WIPO.

#### V. SERVICES OFFERED BY THE PIS

21. The PIS should be the focal point in the country for the collection, storage and dissemination of patent information related to national as well as to foreign patents. The public reading room should be made accessible, free-of-charge or at cost, to any user of patent information, thus enabling the user to access patent information directly and to perform his own searches under the guidance of the documentation clerk or the PIS's searcher.

22. The PIS should establish a well-organized Selective Dissemination of Information Service (SDI) by identifying the potential users in the country and encourage them to subscribe to this service.

23. The PIS should also respond to individual queries by performing the searches in-house on CD-ROM or on-line to host computers abroad or on Internet. The costs charged to the clients should be kept as low as possible.

24. The PIS should elaborate a scheme for training the users in-house or on their job sites. The necessary audio-visual equipment and training material should be portable. Special training in the framework of WIPO's development cooperation program or on a bilateral basis with other industrial property offices should be given to all the staff of the PIS. Specialized training should be given collectively in the PIS by foreign experts.

#### VI. EQUIPMENT OF THE PIS

25. The equipment available at the Office should be continuously extended. Jukeboxes are to be installed in the future according to the number of CD ROM's available.

26. Every staff member in the PIS should have his (her) own workstation consisting of a PC and its peripherals, such as the CD/DVD-ROM reader and, possibly, the laser printer. The internal LAN for the PIS should include a separate server with a laser printer and a high speed modem. A CD/DVD-ROM workstation should be installed in the public reading-room.

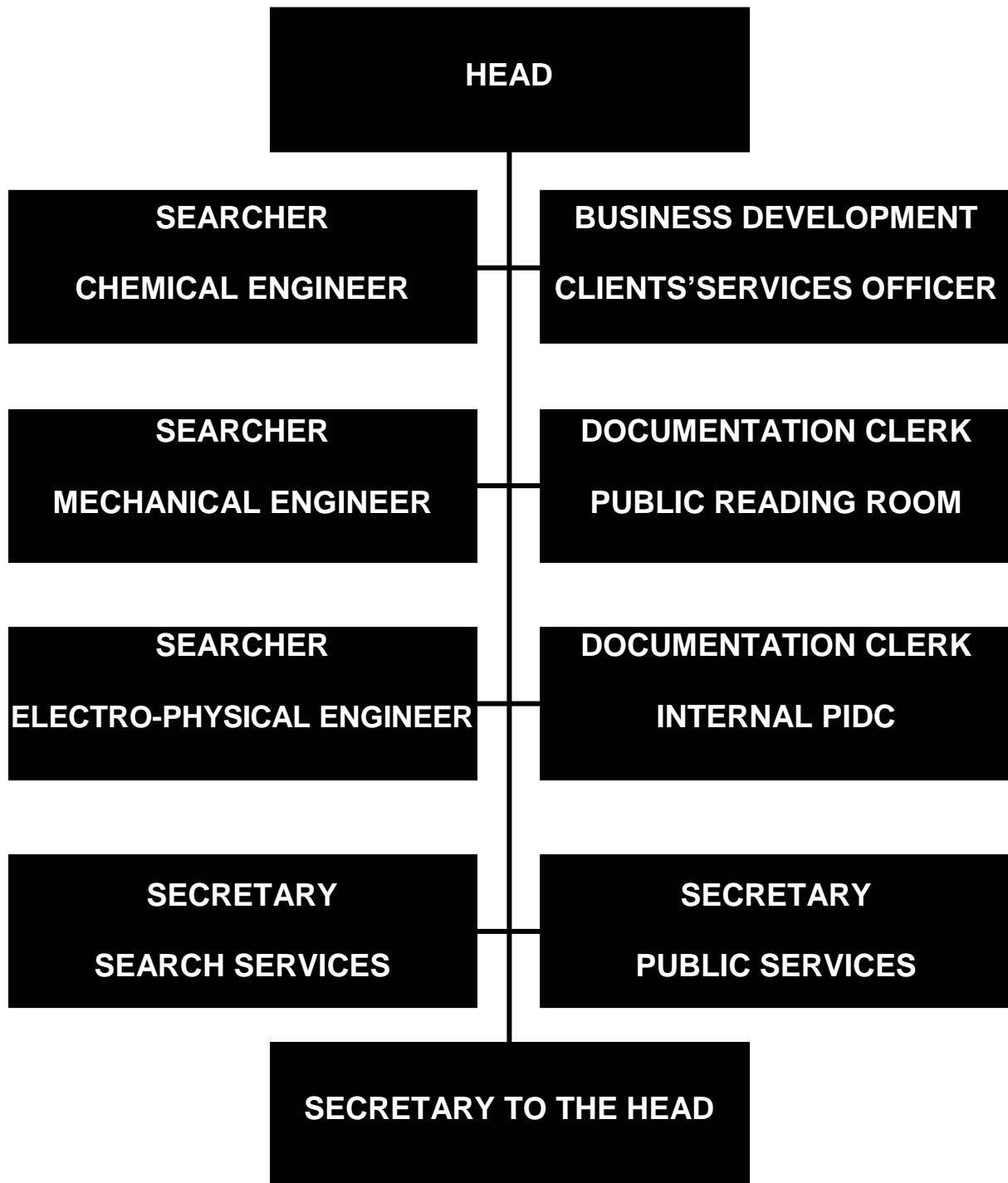
## VII. INTERNATIONAL COOPERATION

27. The PIS should be entitled to contact the patent information providers worldwide directly, and to be the focal point for the services offered by WIPO under its Patent Information Services for Developing Countries (WPIS). It should encourage local users to profit from WPIS by using the forms for submitting WIPO requests for reports on the state of the art and for copies of specific patent documents. WIPO services are described in the WIPO brochure, publication No. 493 (E) which contains the description of these services and the forms to be used.

[Annexes follow]



WIPO/IP/DAM/04/9  
ANNEX II



WIPO/IP/DAM/04/9  
ANNEX II

SAMPLE COVER PAGE

<p>(19) {"Name of Office"}  &amp;  {"Logo"}</p>	<p>(11) Publication Number:  (45) Publication Date:  (51) International Patent Class (IPC):</p>
<p>(12) <b>PATENT</b></p>	
<p>(21) Application Number: (22) Filing Date: (31) Priority Number: (32) Priority Date: (33) Priority Country</p>	<p>(71) Applicant(s):  (72) Inventor(s):  (74) Agent(s):</p>
<p>(54) Title:</p>	
<p>(57) Abstract:</p>	

