



WEBINAR

WIPO/WEBINAR/PCT/2021/43/PROV.1
ORIGINAL: ENGLISH
DATE: NOVEMBER 23, 2021

WIPO Webinar – Receiving Office Procedures – Training for Staff of IP Samoa

organized by
the PCT International Cooperation Division, PCT Legal and International Affairs Department,
World Intellectual Property Organization (WIPO)

in cooperation with
the Ministry for Commerce, Industry and Labour (MCIL), Samoa

Wednesday, December 1, 2021 (7.00-9.00am CET)

PROVISIONAL PROGRAM

Document prepared by the International Bureau of WIPO

Wednesday, December 1, 2021

7.00 – 9.00am Platform: Zoom
(CET, Geneva)

7.00 – 9.00pm
(Apia, Samoa)

6.50 – 7.00 Join Zoom

7.00 – 7.05 **Welcome Remarks:**

Ms. Anjali Aeri, Counsellor, Office Services Section, PCT International Cooperation Division, WIPO, Geneva

Mr. Houlton Fassau, Deputy Registrar of Companies and Intellectual Properties

THEME: OVERVIEW OF THE PCT SYSTEM

7.05 – 7.35 **Topic 1:**

- **Basics of the PCT**
- **PCT Timeline**
- **Role of the RO, ISA, IPEA, DO/EO**

Speaker: Ms. Anjali Aeri

7.35 – 7.45 Q&A

7.45 – 7.55 Break

7.55 – 8.45 **Topic 2: Functions of the Receiving Office (RO) under the PCT:**

- **Receipt of the International Application**
- **PCT Article 11 & 14 and related Formalities Check**
- **Payment of fees**
- **Transmission of record copy to the International Bureau, and Search copy to the competent International Searching Authority**

Speaker: Mr. Eric Lesot, Examiner, Receiving and Processing Team, PCT Operation Section 2, PCT Operations Division, WIPO

8.45 – 8.55 Q&A

9.00 Closing of Session

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