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WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

INTERNATIONAL PATENT COOPERATIONUNION (PCTUNION)

WORKINGGROUPONREF ORMOFTHEPATENT COOPERATIONTREATY(PCT)

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ACOMMONFRAMEWORKF OR INTERNATIONAL SEARCH AND PRELIMINARY EXAMINATION

Initial Task Force Report prepared by the United Kingdom

INTRODUCTION

- 1. AtthethirdsessionoftheWorkingGrouponReformofthePCT,held inGenevafrom November18to22,2002,itwasdecidedtoestablisha"virtual"taskforcetoconsiderthe proposalsputforwardbytheUnitedKingdomforacommonqualityframework (PCT/R/WG/3/4)andotherpointsraisedduringthediscussiononthosepro posals.The UnitedKingdomwasaskedtocoordinatetheworkofthetaskforceandsubmitaninitial reporttotheWorkingGroupandtotheMeetingoftheInternationalAuthorities(MIA)bythe endofApril2003.
- 2. To facilitated is cussion the United Kingdom prepared a discussion document which was posted for comment on the electronic for unwebsite the International Bureau had created for the task force. All the responses received on that discussion paper can be viewed on the e-forum site (http://www.wipo.int/pct/reform/quality framework).
- 3. The present document constitutes the initial report of the task force. It contains a synopsis of the comments received on the discussion document to gether with brief analysis by the United Kingdom. Attached in Annex I is a framework document which takes into account the comments received on the discussion document and set sout the key components of a quality framework the aim of which is to provide a model on which each Authority can base

its own detailed quality system. Reproduced in Annex II are the comments on the other points raised when document PCT/R/WG/3/4 was discussed. The United Kingdom is very grateful for the detailed and constructive comments received and thanks all those who made comments.

4. Itshouldbestatedattheoutsetthatinlightofthestrongoppositionexpressedbythe Authoritiestotheideaofanindepe ndentreviewmechanism,asproposedinthediscussion document,thatfeaturehasnowbeenreplacedintheframeworkdocumentbyaninternal reviewsystemforselfassessment.

QUALITYMANAGEMENTSYSTEM(QMS)

- 5. Thispartofthefr ameworkdocumentsetsoutthebasicfeaturesofamanagement system considered necessary to support the international search and preliminary examination process.
- 6. AproposalbytheNetherlandstorestructurethispartofthefram eworkbygroupingthe requirementcriteriaintotwobroadcategories,namely:(a)technicalcompetencesof searchersandexaminers,and(b)managementandadministrationsystems,hasnotbeen adoptedatthisstagebutthedocumentcanbereformattedalong theselinesifothersconsider itappropriate.Moreover,theadditionalrequirementcriterialistedinAnnex3ofthe Netherlands'submissionmaybetooprescriptiveforadocumenttheaimofwhichisto provideasetofbroadrequirementcriteriaonwhi cheachAuthoritiescanbaseitsQMS. However,thesecanbeaddedifothersconsiderthemappropriate.
- 7. Onageneralpoint,theUnitedStatesofAmericafeltthatthereshouldbeflexibilityin therequirementstomeetthetime limitsforissuingsearchandexaminationreportsandthat thosetimelimitsshouldbere -evaluated.However,wewouldsuggestthatthisisnotamatter whichfallswithintheremitofthetaskforce.
- 8. Japanaskedwhowouldjudg etheeffectivenessandappropriatenessofthemeasures takenbyAuthoritiestomeettherequirementscriteriawhiletheUnitedStatesofAmerica indicatedthatitshouldbeforeachAuthoritytodecidewhatisappropriate.Totakeaccount ofthesecommen tsitismadeclearintheframeworkdocumentthatitisforindividual Authoritiestomakethesejudgements.

Resources

- 9. Singaporestatedthattheresourcesspecifiedinthissectionwereanessentialelementin achievingandma intainingquality. Austria, inexpressing support for this item, mentioned that italready has the listed resources in place. However, Japan wondered whether some of the resources mentioned were appropriate while Spain, Sweden and the European Patent Office (EPO) indicated that an Authority should not be tied to a standard list. To address these concerns the resources listed are presented as "examples" of the kind of resources an Authority should consider establishing to support these archandexaminatio nprocess.
- 10. CanadaandtheUnitedStatesofAmerica,whileagreeingthateachAuthorityshould acquireandmaintainsufficientresources,believesthatitshouldbelefttotheindividual Authoritiesratherthananoutsidebodyt odeterminewhatconstitutedsufficientstaffingand

appropriate equipment and facilities. This point has been taken into account by the replacement of the idea of an independent review mechanism with internal review systems in each Authority.

- 11. SwedenaskediftherewasanythoughtofestablishingISAswithresponsibilityforless thanalltechnicalfields. The International Federation of Intellectual Property Attorneys (FICPI) proposed that the complementary resources and competences of the Authorities could be pooled so that different Authorities could conduct parallel, supplementary, non overlapping searchesthere sults of which could be drawn to gether in a final composite international search report. The United Kingdom considers that this is more appropriate for discussion by the Working Group as part of the general discussions on PCT reform.
- 12. The Russian Federation suggested the creation of a centralised distance learning and training course for all staffin volved in the search and examination process, analogues to WIPOW orld Academy's "General Course in Intellectual Property."

Administration

- 13. Canada,Spain,SwedenandtheEPO,inreferringtocontrolmechanismspostulate dunderthisitem,indicatedthatitisnotpossibletoguaranteethatsearchandexamination reportswillalwaysbeissuedontimeandthatbacklogswillbekepttoaminimum.They thereforepreferredalessrigidapproach.Japanalsoquestionedthefea sibilityofimposinga strictrequirementforthecontrolmechanismwithregardtobacklogs.Theseconcernshave beentakenintoaccountintheframeworkdocumentbyproposingmoreflexible administrationcriteria.
- 14. Australiasu ggestedthattheadministrationarrangementsshouldalsoprovidefor preventativeactionandcontinuousimprovement. These suggestions have been reflected in the attached document.
- 15. Singapore,insupportingtheconceptofacont rolmechanism,suggestedthateach Authorityshouldincludingareportonbacklogstotheproposedexternalreviewpanel. Althoughitisnowproposedtodroptheideaofanexternalpanel,reportingonbacklogs shouldformpartoftheinternalreportingm echanismwithineachAuthority. This is taken into account in the framework document.
- 16. The United States of America supported the concept of each Authority establishing a control mechanism but felt that the Authorities themselve sshould determine how to deal with backlogs. This will be possible under the proposed internal review arrangement.
- 17. Canadaalsofeltitmaybeoflimitedvaluetoestablishproceduresformeasuringuser perception.

QualityAss urance

18. The EPOs aid that it should be left to each Authority to decide what quality assurance procedures to implement rather than besubject to a standard set of procedures. Canada, Spain and Sweden also felt that the proposals were to origidand needed to be more flexible. To address the seconcerns the attached framework documents et sout what as pects a quality

assurancesystemshouldcover, for example verification, validation and monitoring of search and examination work, and leaves itto individual Authorities to set up appropriate arrangements.

- 19. Australiabelievesthatthequalityassuranceproceduresshouldalsoverifytheaction takenbyanAuthoritytoaddressdeficienciesandpreventarecurr ence. This suggestion has been taken on board in the framework document.
- 20. Japanexpressedconcernovertheuseoftheterms"effective,""suitable"and"reliable" whichitfeltwereunclear. Thewords "suitable"and "reliable" havenowbeendeletedandit ismadeclear in the framework document that it is for each Authority to determine whether the measures it takes to meet the QMS requirement criteria are effective and appropriate.
- 21. Japanalsoquestio nedthefeasibilityofproviding "evidence" of conformity while the United States objected to such evidence being made available outside the Authority. To overcome the seconcerns no reference is made in the framework document to the provision of "evidence."
- 22. Singaporeexpressedsupportforthequalityassuranceproposalwhichitviewedasa meansofmeetingandmaintaininguserexpectations.
- 23. Austriasaidthatmorepracticallanguageshouldbeusedtoc larifywhatneedstobe accomplishedwithregardtomeasuring,recordingmonitoringandanalyzingtheperformance ofaqualitymanagementsystem.Inthisregard,asexplainedabove,theframeworkdocument nowsimplysetsoutthebasicrequirementcriteria ofaQMSleavingittoindividual AuthoritiestodecidehowtobuildthoserequirementsintotheirindividualQMSs.

FeedbackArrangements

- 24. Inviewoftheiroppositiontoanexternalreviewpanel, Australia, Canada, Japan, Spain Sweden, the the United States of America and the EPO could not support the proposal that each Authority establish arrangements to allow for feedback from such abody.
- 25. Canadadidhoweversaythatitwouldsupportthesharingof bestpracticebetween AuthoritiesandleaveittoeachAuthoritytoreactasappropriate.Italsomadethepointthata well-functioningfeedbackmechanismisanessentialelementoftheproposedquality frameworkwhichneededameansbywhichuserscoul dvoicetheiropinionandtheirviews couldbeassessed.EAPOfeltthatthefeedbackmechanismcouldincludearrangementof meetingsandseminars.
- 26. TheRussianFederationsuggestedthatitwouldbeusefultoestablishacommonc entral databasecontaininginformationaboutapplicationsfiledunderthePCTinordertoprovide qualityassessmentofinternationalsearchesandexaminationsincomparisonwiththenational phase. Theinformationwouldallowexaminerstoassessthequali tyoftheirworkandidentify anymistakestheymayhavemade.
- 27. Japanexpressedconcernaboutusingsubjectiveindexes,likeusersatisfactionand perception,becauseofthevariationsbetweencountriesinusercharacteristicsan dfiling strategies.Singapore,ontheotherhand,saidthattwo -waycommunication/feedback arrangementsshouldhelpclarifydoubtsandreservationwhileFICPIfeltthatitwasimportant tocanvassusers'views.

- 28. The United Kingd omappreciates that there may be variations between countries but believes that the views of customers on the service they receive is a central plank of any quality system if the organisation providing the service is to be able to understand and meet its customer needs and expectations.
- 29. Japanquestionedthemeaningof"constructivefeedback"andfeltthatfeedbackfrom nationalandregionalOfficestoAuthoritiesshouldbeflexibleandvoluntary. Theword "constructive"hasacco rdinglybeendeletedfromtheframeworkdocumentwhileitisleft openforeachAuthoritytoarrangehowitmightreceivefeedbackfromnationalandregional Offices.
- 30. Canadaalsoexpressedconcernaboutthenatureofcommentsfr omnationaland regionalOfficesandsuggestedthecreationofacentralizedfeedbackrepository,controlledby theInternationalBureau.
- 31. Austriafeltthattheuseoftheword"mechanism"whereusedinrespecttofeedback fromn ationalandregionalOfficesshouldbereplacedwithsomethingmoreprecise. Accordingly,theword"mechanism"isnotnowusedintheframeworkdocumentandthe passageinquestionhasbeenrevised.

Communication and Guidance to Users

- 32. Japan, Singapore, Spain and the EPO found the proposal sunder this itemacceptable though the EPO expressed a preference for the use of the word "communication" in place of "dialogue." Austria also said it preferred "communication."
- $33. \quad FICP Is tressed that it was important for Authorities towarm applicants about proceeding without professional help.\\$

INTERNALREVIEW

- 34. Singaporesupportedtheconceptofareviewmechanism,asproposedinthediscus sion document,whichinvolvedtheuseofanindependentassessmentpanel,andmadeseveral recommendations. The Netherlands agreed that a common quality framework should be supported by a quality review panel acting initially as a forum for disseminating best practice, monitoring progress and providing advice and subsequently as an assessment body. Hungary suggests that, be sides the use of an independent panel, the possibility of a uniform internal validation systems hould be explored. New Zealands aidt hat, while it could understand the sensitivities in publishing the identity of an Authority that did not meet quality standards, it would be extremely useful fornational Offices to know how much credibility to place on the sear chandex a mination reports of romparticular Authorities. FICP I supported the idea of an independent review and said that the findings should be made publicly available to ensure transparency.
- 35. AustriaalsofeltthatsomeoutsidecontroloftheworkoftheA uthoritycouldbehelpful insecuringthequalityofsearchandexaminationreportsbut,becauseofthepracticalandcost implications,questionedthefeasibilityofanindependentreviewpanel.

- 36. Canada, Spainand the EPOsta ted that they could not support the concept of an external review panel. Sweden also expressed sceptic is mandmentioned the difficulties in identifying and choosing suitable candidates for such a panel and the bureaucracy and cost simplications. Japanal sore ferred to the practical implications and the affect on an Authority's discretion to a ctandindicated that are view arrangements hould be considered in the context of self assessment.
- 37. The United States of America could see benefit in Authorities sharing information about how they achieved and monitored compliance with quality standards but could see little or no benefit in an Authority disclosing the results of its internal review to other bodies. The United States of America strongly opposed the concept of an independent review panel and took the view that each Authority must retain the right to determine how to allocate its resources. It also doubted the ability of an external panel to provide advice to an Authority without knowledge of that Authority's resource constraints and to define and evaluate quality beyond objective statistics. Like others, the United States of America also expressed concerns over the resources needed to maintain such a panel.
- 38. Australiaputforwardanalternativeapproachwherebytheresultsofaninternal performanceauditandsystemauditshouldbemadepubliclyavailableoratleastavailableto otherOfficesusingastandardreportingtemplate. Thisitsaidwoulda ssureOfficesthatthe QMSwereoperationalandeffectiveandprovideameansofdisseminatingbestpractice.
- 39. InlightofthereservationsexpressedbytheAuthoritiestotheconceptofan independentreviewpaneltheoriginali deaofareviewmechanismhasbeenreplacedinthe attachedframeworkdocumentwithaschemethatrecommendsthateachAuthorityestablish itsowninternalreviewsystemforselfassessment.Thedocumentsetsoutamodelreview arrangementonwhichindivi dualAuthoritiesshouldbasetheirownin -housesystems.
- 40. TheframeworkdocumentalsoproposesthateachAuthoritypresentanannualreportto MIAandthatMIAinturnsubmitageneralprogressreporttothePCTAssembly. This shouldhelpdisseminatebestpracticebetweenAuthoritiesandpromoteconfidenceamong nationalandregionalOfficesintheworkundertakenbythoseAuthoritiesandhopefully discouragetheduplicationofworkinthenationalandregionalphase. Itisforf uturedebate whetherthespecificresultsofeachAuthority's internalreviewaremadeavailabletoother AuthoritiesandnationalandregionalOffices.

IMPLEMENTATION

41. Ifthequalityframeworksetoutintheattacheddocumenti sacceptable,consideration willneedtobegivenastohowitshouldbeimplemented.Forinstance,shoulditbe incorporatedintheagreementsbetweentheInternationalAuthoritiesandtheInternationalBureau,theInternationalSearchandPreliminaryEx aminationGuidelines,thePCT AdministrativeGuidelines,thePCTRegulationsorshoulditbeimplementedbysomeother means?AustraliabelieveditshouldformpartoftheagreementsbetweenanAuthorityand theInternationalBureauwhiletheEPOwereof theviewthatqualityshouldremainanissue foreachAuthorityandwouldnotbeappropriateforinclusioninsuchagreements.The NetherlandswouldliketoseetheframeworkincorporatedinthePCTGuidelinesinitiallybut ultimatelypresentedinadocu mentofamoregeneralnature.

COMMENTSBYTASKFORCEMEMBERSONOTHERSUGGESTIONSMADEBY DELEGATIONSWHENDOCUMENTPCT/R/WG/3/4WASDISCUSSEDATTHE THIRDSESSIONOFTHEWORKINGGROUPONREFORMOFTHEPCT

 $42. \quad The detailed commen \ tsmade by those who subscribed to the task force \\ the other points made by the Working Group when PCT/R/WG/3/4 was discussed are \\ reproduced in Annex II. The following is a summary of those comments.$

A common central database containing th eentire PCT minimum document at ion and accessible by all Authorities would help to ensure consistency

43. Canada, Japan, the Russian Federation, Sweden, the United States of America and FICP Is upported this proposal though the Unite dStates of America expressed concerns over funding and maintaining such a database. Australia and Sweden also questioned how it would help improve consistency of citation. Austria, Spain and the EPO and felt that the idea of a central database was more a matter for consideration by the PCT Committee on Technical Cooperation.

Me chanisms could usefully be provided for feedback from design at edan delected Offices, as well as from applicants and their representatives who received search escarried out by different Offices on applications from the same patent family

44. TherewasgeneralsupportforthisproposalthoughAustralia,AustriaandtheEPO indicatedthatthefeedbackshouldbedirectedtotheAuthoritiesonly.Swedenaskedin what instancesfeedbackwouldbegivenwhiletheUnitedStatesofAmericaandCanadafeltthatit shouldbebetterdefined.

ItmaybeusefulfortheInternationalBureautoarrangemeetingsorseminarsatwhich Officescouldexchangeexperienceinqualit ycontrol

45. Therewasgeneral support for this idea though Austriaraised the question of cost while Sweden felt that bil a teral visits would probably be more beneficial than meetings.

Anextensive examiner exchange program would encourage the development of consistent standards and practices

46. Therewasgeneral support for this proposal though reservations were expressed about an "extensive" exchange program in view of the resource implications for Author ities. The United States of America suggested that it might be worth exploring other ways of improving communication and cooperation among Authorities to achieve consistency. FICP I also suggested supplementing an exchange program with a common training rogram for examiners.

"Top-up" searchesmight beint roduced into the PCT system, providing for additional search, late in the international phase, for potentially relevant material which had not yet been included in the relevant search databases at the time of the main international search

47. Viewsweremixedonthisproposal.AustraliaandSwedenwerenotinfavorofa"top up"searchwhichthelatterfeltwouldresultinduplicationwhileAustriaalsoexpressed concernsandwond eredwhetheritwouldresultinanewfeeandiftheresultswouldbe

published. Canada also felt that the proposal was not feasible given current work pressures. The EPO also had reservations over "top" -up" searches being carried out in the international phase while the United States of Americas aid that such searches should only be performed as part of the international preliminary examination report (IPER). Singapore thought that "top up" searches could be beneficial but that a detailed time/cost/benef it analysis should be undertaken. The Russian Federationals of elt they could be beneficial but expressed concerns about the effect on time limits and suggested that they should be performed in conjunction with the preparation of an IPER. FICPI, expresse dstrong support for the proposal.

In relation to the references to ``inventive concept(s)" in the suggested quality criteria in the Appendix, the search could consider the limitations of every claim, rather than a general inventive concept

48. SpainandSwedenwereopposedtothisproposalwhiletheEPOdidnotconsiderit feasible.Canadaalsofeltthatitwouldnotaddanyvalueastheclaimsmaychangeduringthe internationalandnationalphase.TheUnitedStatesofAmericain contrastsupportedthe proposalonthegroundsthatitwouldincreasetheusefulnesstonationalandregionalOffices ofthePreliminaryReportonPatentability.

The definition and monitoring of quality may be a matter to be dealt within the agreement between the International Bureau and various Authorities

49. Canadaandthe EPO didnot consider quality to be appropriate for inclusion in the agreements between the Authorities and the International Bureau while Australia, in control felt that it should be part of those agreements. Canada felt that a quality framework should be incorporated in the Search and Examination Guidelines. Austria questioned the role of the International Bureau if quality was included in the agreements.

[AnnexIfollows]

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ANNEXI

ACOMMONFRAMEWORKFOR INTERNATIONALSEARCHANDPRELIMINARYEXAMINATION

INTRODUCTION

1. Thisdocumentsetsoutthemainfeaturesofaqualityframeworkforinternationalsearch and preliminary examination. It describes a minimum set of criteria which each International Authority "Authority") should use a samo del for establishing their individual quality scheme.

QUALITYMANAGEMENTSYSTEM

- 2. EachAuthorityshouldestablishan dmaintainaqualitymanagementsystem(QMS) whichsetsoutthebasicrequirementswithregardtoresources, administrative procedures, feedback and communication channels required to underpinthese archandexamination process. The QMS established by eac hAuthority should also incorporate a quality assurance scheme form on itoring compliance with these basic requirements and the International Search and Preliminary Examination Guidelines.
- 3. AdoptionbytheAuthoritiesofcommonQM Srequirements,whicharerecognisedby allAuthoritiesandnationalandregionalOffices,shouldhelpachieveaconsistentapproach. This,inturn,shouldhelpbuildconfidenceamongnationalandregionalOfficesinthework donebytheAuthorities.Itw illbeforeachAuthoritytoensurethatthemeasurestheyhave takentomeettherequirementsareeffectiveandappropriate.

Resources

- 4. AnAuthorityshouldbeabletoaccommodatechangesinworkloadandshouldhavean appropriateinfrastructuretosupportthesearchandexaminationprocessandcomplywiththe QMSrequirementsandSearchandExaminationGuidelines.Thefollowingareexamplesof thekindofresourcesandinfrastructureanAuthorityshouldconsiderestablishing:
- (a) A complement of staffs ufficient to deal with the inflow of work and which has the technical qualification stose archandex a mine in the required technical fields and the language facilities to understand at least those languages in which the minimum documentation referred to in PCTR ule 34 is written or is translated.
- (b) Appropriatelytrained/skilledadministrativestaff,resourcesataleveltosupport thetechnicallyqualifiedstaffandfacilitatethesearchandexaminationprocess.
- (c) Appropriate equipment and facilities, such as IT hardware and software, to support these archandex a mination process.
- (d) Possessionof, oraccessto, at least the minimum documentation referred to in PCTRule 34, properly arranged for sear chandex a mination purposes, on paper, in microform or stored on electronic media.
- (e) Comprehensive and up -to-datework manual stohelpst affunderstand and adhere to the quality criteria and standards and follow work procedures accurately and consistently.

- (f) Aneffectivetra ininganddevelopmentprogrammeforallstaffinvolvedinthe searchandexaminationprocesstoensuretheyacquireandmaintainthenecessaryexperience andskillsandarefullyawareoftheimportanceofcomplyingwiththequalitycriteriaand standards.
- (g) Aschemeforperiodicallytestingallstaffforknowledgeoftherequirements and standards of search and examination.
- (h) Asystemforcontinuouslymonitoringandidentifyingtheresourcesrequired to deal with demandand comply with the quality standards for search and examination.

Administration

- 5. AnAuthorityshouldhaveinplacethefollowingminimumpracticesandproceduresfor handlingsearchandexaminationrequestsandperformingrelatedfunctions, such as data-entryandclassification:
- (a) Effectivecontrolmechanismsregardingtimelyissueofsearchandexamination reportstoaqualitystandardconsistentwiththeSearchandExaminationGuidelines.
- (b) Appropriate control mechanisms regarding fluctuations indem and and backlog management.
- (c) Anappropriatesystemforhandlingcomplaintsandtakingcorrectiveand preventativeactionwhereappropriate, and the application of monitoring procedures for measuring users at is faction and perception and for ensuring the eight expectations are met.
- (d) Aneffective system for ensuring the continuous improvement of the established processes.

QualityAssurance

- 6. An Authority should have procedures regarding timely issue of search and examination reports of a quality standard in accordance with the Search and Examination Guidelines. Such procedures should include:
- (a) Aneffective internal quality assurance system for selfasses sment, involving verification and validation and monitoring of searches and examination work for compliance with the Search and Examination Guidelines and channeling feedback to staff;
- (b) Asystemformeasuring,recording,monitoringandanalysingtheperformanceof thequalitymanagementsystemtoallo wassessmentofconformitywiththerequirements; and
- (c) Asystemforverifyingtheeffectivenessofactionstakentoaddressdeficiencies andtopreventissuesfromrecurring.

FeedbackArrangements

7. Tohelpimproveperforman ceandfostercontinualimprovement, each Authority should:

- (a) Communicatetheresultsoftheirinternalqualityassuranceprocesstotheirstaffto ensurethatanynecessarycorrectiveactionistakenandforthedisseminationandadoptionof bestpracti ce;and
- (b) ProvideforeffectivecommunicationwithWIPOanddesignatedandelected Officestoallowforpromptfeedbackfromthemsothatpotentialsystemicissuescanbe evaluatedandaddressed.

Communication and Guidance to Users

- 8. AnAuthorityshouldhaveinplacethefollowingarrangementsforensuringeffective communicationwithusers:
- (a) Effectivecommunicationchannelssothatenquiriesaredealtwithpromptlyand thatappropriatetwo -waycommunicationispossiblebe tweenapplicantsandexaminers.
- (b) Clear,conciseandcomprehensiveguidanceandinformationtousers(particularly unrepresentedapplicants)onthesearchandexaminationprocesswhichcouldbeincludedon eachAuthority'swebsiteaswellasinguidance literature.

INTERNALREVIEW

- 9. Inadditiontoestablishingaqualityassurancesystemforcheckingandensuring compliancewiththerequirementssetoutinitsQMS,eachAuthorityshouldberequiredto establishitsowninternal reviewarrangementstodeterminetheextenttowhichithas establishedaQMSbasedontheabovemodelandtheextenttowhichitiscomplyingwiththe QMSrequirementsandtheSearchandExaminationGuidelines.Thereviewsshouldbe objectiveandtransp arentsoastodemonstratewhetherornotthoserequirementsand guidelinesarebeingappliedconsistentlyandeffectivelyandshouldbeundertakenatleast onceayear.
- 10. ItisopentoeachAuthoritytosetupitsownarrangemen tsbutthefollowingisproposed asaguidetothebasiccomponentsofaninternalreviewmechanismandreportingsystem.

MonitoringandMeasuring

- 11. Theinputtoeachreviewshouldincludeinformationon:
 - (a) conformitywiththe QMSrequirementsandSearchandExaminationGuidelines;
- $(b) \quad any corrective and preventative action taken to eliminate the cause of non-compliance;\\$
 - (c) anyfollow -upactionfromprevious reviews;
 - (d) theeffectivenessoftheQMSitselfanditsprocesses
- $(e) \quad feedback from customer, including design at edan delected Offices as well as applicants; and \\$
 - (f) recommendationsforimprovement.

12. Suitablearrangementsshouldbeestablishedformonitoring,recordingandmeasuring compliancewiththeQMSrequirementsandSearchandExaminationGuidelines. Arrangementsshouldalsobemadetomeasurecustomersatisfaction,whichshouldinclude theviewsofdesignatedandelectedOfficesaswellasapplicantsandtheirrepresentatives.

Analysis

13. The collected data should be analysed to determine to what extent the QMS requirements and Search and Examination Guidelines are being met. The results of the internal review should be presented to senior management within the Authority so that they can gain an objective appreciation of performance against the QMS requirements and Search and Examination Guidelines and identify opportunities for improvement and whether changes are needed.

Improvement

- 14. EachAuthorityshould:
- $(a) \quad have an established system to continually improve its performance against the QMS requirements and to review the effectiveness of its QMS; and$
- (b) identifyandpromptlytakecorrectiveactiontoeliminatethecauseofany failure tocomplywiththeQMSrequirementsandSearchandExaminationGuidelines.

REPORTINGARRANGEMENTS

15. Thereshouldbetwo stages in the reporting arrangements.

Stage1

16. EachAuthorityshouldbe requiredtosubmitaninitialreporttoMIAdescribingwhatit hasdonetoimplementaQMSbasedonthebroadrequirementssetoutinthepresent document. This would helpidentify and disseminate best practice among Authorities. MIA should then submit general initial report on progress to the PCTAssembly.

Stage2

17. Followingtheinitialreportinginstage1,annualreportsshouldbepreparedbyeach Authorityontheresultsofitsinternalreview.Thereportshouldbesubmit tedtoMIAusinga standardtemplate.WithoutnamingspecificAuthorities,MIAshould,inturn,presenta generalprogressreporteachyeartothePCTAssembly.

[AnnexIIfollows]

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ANNEXII

COMMENTSMADEBYMEMBERSOFTHETASKFORCEON THEOTHERSUGGESTIONSMADE BYDELEGATIONSWHEN DOCUMENTPCT/R/WG/3/4WASDISCUSSEDATTHETHIRDSESSIONOF THEWORKINGGROUPONREFORMOFTHEPCT

(A) ACOMMONCENTRALDATABASECONTAININGTHEENTIREPCT MINIMUMDOCUMENTATIONANDACCESSIBLEBYALLAUTHORITIES WOULDHELPTOENSURECONSISTENCY ?

CommentbyAustralia: "Weunderstandthishasbeendrivenbyuserdissatisfactionwhere potentiallydifferentcitationshavebeenraisedbydifferentOfficesagainstthesameinvention. Howeverwedonotbelievethattheprovisionofacommo ncentraldatabasewilladdressthis problem."

 $Comment by Austria: \ \ ``This was already discussed in the last meeting and it was considered that this question should be discussed in the framework of the PCTCTC."$

CommentbyCanada: "CIPOfullysupportsth eestablishmentofacommoncentraldatabase containingtheentirePCTminimumdocumentationasameansofpromotingconsistency amongInternationalAuthorities."

Commentbythe EPO: "Should be referred to the PCT Committee on Technical Co-operation."

CommentbyJapan: "Wesupport."

CommentbyRussianFederation: "Rospatentsupporttheestablishmentofacommoncentral databasecontainingtheentirePCTminimumdocumentation."

CommentbySpain: "ThismattershouldbestudiedinthePCT/CTC."

CommentbySweden: "Wewonderinwhatway" commoncentraldatabase..." couldhelp improveconsistencyandwhowillfinancehostingofthedatabase, updatingitandthe necessaryhigh -speed-links."

Commentbythe UnitedStatesofAmerica: "Thisproposalse tsforththeestablishmentofa commoncentraldatabase.TheUnitedStatessupportsthisproposalinprinciple,buthas concernsoverfundingandmaintenanceofsuchadatabase."

CommentbytheInternationalFederationofIntellectualPropertyAttorneys (FICPI): "...a commondatabaseisa sinequanon totheobjectiveofachievingconsistency.Itisequally importantthatsearchers/examinersshouldinterrogatethedatabaseinacommonwayand shouldbeprovidedwiththesamesearchtoolsandacommon practicemanual."

(B) MECHANISMSCOULDUSEFULLYBEPROVIDEDFORFEEDBACKFROM DESIGNATEDANDELECTEDOFFICES, ASWELLASFROMAPPLICANTS ANDTHEIRREPRESENTATIVESWHORECEIVEDSEARCHESCARRIEDOUT BYDIFFERENTOFFICESONAPPLICATIONSFROMTHESAMEPATEN T FAMILY

CommentbyAustria: "ThisobviouslycoversonlyafeedbacktotheAuthoritiesnottoa QRP."

CommentbyAustralia: "Wesupportthisbecausefeedbackisaninherentpartofaquality system. Howeverwebelievethefeedbackshouldbegivendire ctlytotheInternational Authority."

CommentbyCanada: "While,ingeneral,CIPOsupportsafeedbackmechanism,onceagain wewouldappreciateamoredetaileddescriptionoftheproposedmechanism."

Commentbythe EPO: "Supported, however feedbacksho uldonly beto the International Authorities themselves, not to any external body."

CommentbySpain: "Wecansupport."

CommentbySweden: "Itisnotcleartowhatinstancesthefeedbackwillbegiven."

 $Comment by the United States of America: \ \ \, \text{``The U nited States can support a proposal to implement a system that would allow the national and regional Offices the ability to provide feedback to the Authorities. However, the nature of the feedback must be better defined in line with our previous comments to paragraph 6(d)(ii) above.''$

(C) ITMAYBEUSEFULFORTHEINTERNATIONALBUREAUTOARRANGE MEETINGSORSEMINARSATWHICHOFFICESCOULDEXCHANGE EXPERIENCEINQUALITYCONTROL

CommentbyAustralia: "WebelievethiswouldfosterunderstandingbetweenOffi cesand enableallOfficestolearnandcontribute."

CommentbyAustria: "TheAustrianPatentOfficecansupportthis;however,alsointhis contextwewouldliketoraisethequestionofcosts."

CommentbyCanada: "CIPOfullysupportsagreaterforum fortheexchangeofideas concerningqualitycontrol."

CommentbytheEPO: "Supported."

Commentby Japan: "Wesupport."

CommentbytheNetherlands: "Organisationofmeetingsandseminarstoexchange experiencewillbeveryuseful.Itcouldalsobe worthwhiletoorganisepresentationsonkey aspectsofthequalitysystem."

CommentbySweden: "Bilateralvisitswouldprobablyyieldmorethantheproposal internationalmeetings."

CommentbySpain: "Wecansupport."

(D) ANEXTENSIVEEXAMINEREXCHA NGEPROGRAMWOULDENCOURAGE THEDEVELOPMENTOFCONSISTENTSTANDARDSANDPRACTICES

CommentbyAustralia: "Wesupportthisbuthavereservationsaboutan" extensive "program asthefeasibilityofsuchaprogramwouldbedependentontheavailablehumanand financial resourcesofindividualInternationalAuthorities."

CommentbyAustria: "InprincipletheAustrianpatentOfficecansupportthis,howeverin thecurrentworkloadsituationwearenotinfavourthattheexchangeshouldbeextensive."

Comment by Canada: "While the productivity and financial implications associated with an <u>extensive</u> exchange program raises one concern, on general CIPO is supportive of this type of initiative."

CommentbytheEPO: "Supported,howeverthewordextensiveshould beremoved,asthis wouldperhapsnotberealisticinthecurrentworkenvironment."

CommentbyJapan: "Wesupport."

CommentbySpain: "Wecansupport."

CommentbySweden: "Thisproposalisverywellworthpursuing,sinceitisaneffective meansto ensureharmonisation. However, foreconomical and production reasons we are not infavour of "extensive" examination exchange, but we have good experience of a more moderate exchange of examiners."

Commentbythe United States of America: "This proposal calls for establishment of an extensive examiner exchange program. While we share the goal of encouraging development of consistents and ard sand practice, we have some reservations concerning the effectiveness of such a program in a chieving this goal. While it is possible that a limited, voluntary exchange program ight have some value, an extensive program as proposed would be very resource intensive and would likely yield little in the way of results for the amount of funds expended. It may be helpfu Ito investigate other ways of improving communication and cooperation among of fices to a chieve the stated goal of consistency in amore effective manner."

CommentbyFICPI: "...searchersshouldbegivencommontraining,preferablyunder centralcontr ol...supplementedwithsystematicandextensiveexchangeofexaminers betweenoffices."

(E) "TOP-UP"SEARCHESMIGHTBEINTRODUCEDINTOTHEPCTSYSTEM,
PROVIDINGFORADDITIONALSEARCH,LATEINTHEINTERNATIONAL
PHASE,FORPOTENTIALLYRELEVANTMATERIAL WHICHHADNOTYET
BEENINCLUDEDINTHERELEVANTSEARCHDATABASESATTHETIMEOF
THEMAININTERNATIONALSEARCH

CommentbyAustralia: "Wewouldnotsupporttheconceptofsupplementarysearchesbeing carriedoutroutinelybecausewebelievethiswouldlar gelyresultinduplicationofwork. However,weacknowledgethattheremaybelimitedoccasionswhena" -up"searchmay benecessary."

CommentbyAustria: "Wehavesomeconcernsaboutthisproposal.Atthistimethereisno possibilityforthisinp resentPCT -Rules.Inadditionwearewonderingifthiswouldnot resultinanewfeefortheapplicants.Howwouldtheresultsofthe"Top -up"searchbe published?"

 ${\it Comment by Canada:} \quad \hbox{``This proposal is not feasible in the current environment of unprecedent edgrowth and escalating backlogs.''}$

CommentbytheEPO: "Thiswasmentionedbysomedelegatesduringthelastmeetingofthe PCTReformWorkinggroup,howeverwehavereservationsastothefeasibilityofsucha systemandinanyeventwouldopposea nymovetorestrictthepossibilityofdesignated Officescarryingouttheirownsupplementarysearchreportsafterentrytothe national/regionalphase."

CommentbyRussianFederation: "Top-up" searchescould be beneficial, but we have some concerns about time limits. It seems to us that such searches should be performed in conjunction with the preparation of an IPER."

CommentbySingapore: "Theproposalontop -upsearchesasweunderstandfromprevious PCTdocuments,isfocusedongivingapplicants anopportunitytofilesuchrequestswith anotherAuthority(AnAuthoritydifferentfromtheAuthoritythatconductedtheInternational Search)iftimepermitsandtheapplicantfurnisheswhateverfeesnecessary. Theresultsof suchsearchescouldbereli eduponduringthenationalorregionalPhase,andpossiblefee reductionscouldbeinplace, whereappropriate. Suchtop -upsearchescouldbebeneficialbut amoredetailedtime/cost/benefitanalysisofhavingthisfeatureintheinternationalphaseof thePCTshouldbemade."

CommentbySweden: "Duringthetimestherehavebeenproposalsforadditionalsearches, for parallelsearches, forstockedsearchesandnowfortop -upsearch. Theinternationalsearchis donenormally within 16 months from priorit ydate and in that case 4 months from the international filing date. At that time the documentation databases should be updated with relevant material. The cost to make a new database -search must be weighed against the possibility to find relevant material aladded after the ordinary search. We think that service can be given by other than the ISA. Thus we oppose to introduce the proposed to -up-search."

Commentbythe United States of America: "The concept of performing a "top" - up" or up dated search may have some benefits olongasitis envisioned that such as earch is only to be performed in conjunction with the preparation of an IPER (i.e. not at a time prior to 30 months in cases where no Demandhas been filed or where the issuance of the IPER occurre d substantially prior to the 30 month period."

CommentbyFICPI: "ThePCTsearchingsystematpresentsuffersfromthedisadvantage thatitisnotabletofindpriorart,especiallypriorpatentapplications,whichwerefiledshortly beforetheinternatio nalfilingdate.ForthisreasonFICPIstronglysupporttheproposalto provideforadditional"top -up"searchinglaterintheinternationalphase."

(F) INRELATIONTOTHEREFERENCESTO"INVENTIVECONCEPT(S)"INTHE SUGGESTEDQUALITYCRITERIAINTHEAPP ENDIX,THESEARCHCOULD CONSIDERTHELIMITATIONSOFEVERYCLAIM,RATHERTHANA GENERALINVENTIVECONCEPT

CommentbyAustria: "Itisnotcleartouswhatthisproposalmeans. However, we have the vague impression this has nothing to down the question of quality."

CommentbyCanada: "CIPOdoesnotbelievethatthissuggestionwouldaddanyvaluetothe processastheclaimsmaychangeduringboththeinternationalandnationalphase." CommentbytheEPO: "Notfeasible."

CommentbySpain: "Weareno tabletosupportthispoint."

CommentbySweden: "Notsupport.ThequalityofsearchandexaminationinPCTisdefined throughPCTArticles,Rules,AdministrativeInstructionsandGuidelinesforsearchand examination.IntheagreementbetweentheISA /IPEAandWIPOitisstatedthatincarrying outsearchandexaminationtheISAandIPEAshallapplyandobserveallthecommonrules forsearchandexamination."

Commentbythe United States of America: "The United States supports this proposal. We believe that it would increase the usefulness of the Preliminary Reports on Patenta bility to all national and regional Offices."

(G) THEDEFINITIONANDMONITORINGOFQUALITYMAYBEAMATTERTO BEDEALTWITHINTHEAGREEMENTBETWEENTHEINTERNATIONAL BUREAU ANDVARIOUSAUTHORITIES

CommentbyAustralia: "Assumingthatthequalitysystemissetupappropriately,webelieve thatthisshouldbepartoftheagreementbetweenanAuthorityandWIPOandthatitshould bearequirementtobemetbyallnewAuthoriti es."

CommentbyAustria: "Alsointhispointwearenotclearwhatismeant.Doesthismeanthat theInternationalBureaushallcontroltheworkoftheAuthority?Howeverinthiscaseit wouldmeanthatonlytheformalaspectsofthereportwouldbere viewedbecausetheIBlacks thetechnicalstaffandknowledgetoreviewthecontentsofthereports."

CommentbyCanada: "CIPOfeelsthatthequalityassuranceframeworkandtheassociated standardsshouldbereflectedintheSearchandPreliminaryExami nationGuidelinesandnot intheagreementbetweentheInternationalBureauandtherespectiveInternational Authorities."

 $\label{lem:comment_comment_comment} Comment by the EPO: \quad \text{``Once again our view is that quality must remain an issue for each international Authority and would not be app ropriate for inclusion in the agreement between the authority concerned and the International Bureau.''}$

[End of Annex II and of document]