

ANNEXE I/ANNEX I

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(dans l'ordre alphabétique des noms français des États)
(in the alphabetical order of the names in French of the States)

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IRLANDE/IRELAND

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Sabine BLASER (Mme), Institut fédéral de la propriété intellectuelle, Berne

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II. ORGANISATIONS INTERGOUVERNEMENTALES/
INTERGOVERNMENTAL ORGANIZATIONS

BUREAU INTERNATIONAL DU TRAVAIL (BIT)/INTERNATIONAL LABOUR OFFICE (ILO)

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BUREAU BENELUX DES MARQUES (BBM)/BENELUX TRADEMARK OFFICE (BBM)

Dick VERSCHURE, vice-président, La Haye

COMMUNAUTÉ EUROPÉENNE (CE)/EUROPEAN COMMUNITY (EC)

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ORGANISATION EURASIENNE DES BREVETS (OEAB)/EURASIAN PATENT ORGANIZATION (EAPO)

Vassili TROUBATCHEV, Specialist, Moscow

OFFICE EUROPÉEN DES BREVETS (OEB)/EUROPEAN PATENT OFFICE (EPO)

Gérard GIROUD, Principal Director, Documentation, Rijswijk

Guillaume MINNOYE, Principal Director, Information Systems, The Hague

III. BUREAU/OFFICERS

Présidente/Chair: Homai SAHA (Mrs.) (Inde/India)

Vice-présidents/Vice-Chairs: Nikolay Christov TERZIEV (Bulgarie/Bulgaria)
Robert JOHNSON (États-Unis d'Amérique/United States of America)

Secrétaire/Secretary: Helen FRARY (Ms.) (OMPI/WIPO)

IV. BUREAU INTERNATIONAL DE L'ORGANISATION MONDIALE
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INTERNATIONAL BUREAU OF THE
WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO)

Allan ROACH (directeur, Division des projets informatiques /Director, Information Technology Projects Division); Colin BUFFAM (chef de projet du projet WIPONET, Division des projets informatiques/Project Manager, WIPONET Project, Information Technology Projects Division); Helen FRARY (Ms.) (chef, Section de la gestion des techniques de l'information/Head, Information Technology Business Management Section); Michael HELKE (chef de projet du projet IMPACT, Division des projets informatiques/Project Manager, IMPACT Project, Information Technology Projects Division); Gabor KARETKA (chef de projet du projet IBIS, Division des projets informatiques/Project Manager, IBIS Project, Information Technology Projects Division); Neil WILSON (chef, Division des services informatiques/Head, Information Technology Services Division); Karl KALEJS (chef des dépôts électroniques, Division des projets informatiques/Head, Electronic-Filing Unit, Information Technology Projects Division)

[L'annexe II suit/
Annex II follows]

ANNEX II

AGENDA

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2. Election of the Chair and two Vice-Chairs	6 - 7
3. Adoption of the agenda	8 - 9
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5. WIPONET Project Status Report See document SCIT/ITPWG/1/3.	25 – 35
6. IMPACT Project Status Report See document SCIT/ITPWG/1/4.	36 – 42
7. PCT Electronic Filing Project Status Report See document SCIT/ITPWG/1/5.	43 - 49
8. IPDL Project Status Report See document SCIT/ITPWG/1/6.	50 – 59
9. FOCUS Project Status Report See document SCIT/ITPWG/1/7.	60 – 62
10. IBIS Project Status Report See document SCIT/ITPWG/1/8.	63 – 69
11. IT Services Status Report See document SCIT/ITPWG/1/9.	70 - 75
12. IT Program Reporting See document SCIT/ITPWG/1/10.	76 - 88
13. Technical Review of the IT Projects proposed for implementation in the 2002-2003 biennium See document SCIT/ITPWG/1/11.	89 - 131
14. Schedule of Activities See document SCIT/ITPWG/1/12.	132
15. Closing of the session	

[Annex III follows]

ANNEX III

GENERIC PROJECT/ACTIVITY STATUS REPORT FORMAT

PROJECT/ACTIVITY NAME

1. Background: This section will include information on the project business model and the business returns expected after the successful delivery of the project. It may also be used to describe any important historical changes in the project scope or assumptions that have affected the achievement of objectives and that need to be highlighted to stakeholders.
2. Variations to Agreed Business Models, Scope, and/or Technical Strategy: This section to be completed as necessary.
3. Project/Activity Status: This section will briefly cover two main points
 - (a) An update on whether or not the project/activity is on-time, set against a time-line for the entire project;
 - (b) An update on whether or not the project/activity is within budget, including percentage figures for current expenditure.

In the case of any deviations from the baseline project/activity plan a brief explanation will be given, this will include information on any anticipated budget under or overruns.
4. Summary of Progress Since the Last Review: This section will include a list of the key tasks that have been completed since the last review and those that are in progress with an indication on whether or not they are on schedule.
5. Project/Activity Milestones/Deliverables Planned and Achieved: This section will contain information on progress in the delivery of the specific milestones and deliverables planned for the time-period under review. It should be noted that the Secretariat differentiates between milestones and tasks in its planning.
6. Project/Activity Milestones/Deliverables for the Next Reporting Period: This section will briefly describe the planned milestones and deliverables scheduled for the following four-month reporting period and will note any changes or deviations from the original project plan.
7. Key Issues and Action(s) Taken or Recommended: This section will describe any major issues that are affecting the project/activity completion or achievement of objectives along with any corrective action that has been taken or is recommended. Information will also be provided on the impact of this action on critical linkages or dependencies with other IT projects or activities and any changes to the technical specifications approved in the original or revised project plan.
8. Customer Feedback: This section will report on contacts, if any, with customers, including reports on beta testing, work shops and target groups.

[End of Annex III and of document]