

WIPO



SCIT/SDWG/1/2

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GENEVA

STANDING COMMITTEE ON INFORMATION TECHNOLOGIES

STANDARDS AND DOCUMENTATION WORKING GROUP

First Session

Geneva, May 28 to 30, 2001

TASK LIST OF THE STANDARDS AND DOCUMENTATION WORKING GROUP (SDWG)

Document prepared by the Secretariat

1. At its seventh session, held in January 2001, the SCIT Plenary considered the tasks contained in the current SCIT Work Program and reassigned them to the newly formed Working Groups on Information Technology Projects and Standards and Documentation, respectively. The SCIT Plenary instructed the Working Groups to review the individual tasks, taking into account the suggestions made during the debates, in particular, the proposal by the Delegation of the United Kingdom to assign a Task Leader for each task, and to redraft task descriptions in accordance with the requirements of paragraph 9 of the approved Structural Framework and Rules of Procedure of the Standing Committee on Information Technologies (SCIT) (see paragraph 12 of document SCIT/6/7).
2. The Secretariat has prepared, for consideration by the SDWG, an extended task list which provides, for each task, background and status of work, relevance/scope of the task and, where appropriate, proposed action with a time frame. The SDWG task list is reproduced as Annex I to this document.
3. The Secretariat proposes to examine the suggestions made under Chapters III and IV of the individual tasks with the aim to agree on a final version of the SDWG task list and to recommend its presentation for approval by the SCIT Plenary, in December 2001.

4. Annex II to this document contains, for information purposes, the “List of Tasks from the Fourth SCIT Plenary Report” which was annexed to document SCIT/6/7 and served as a basis for the preparation of the SDWG task list.

5. The SDWG is invited to consider the task list given in Annex I to this document and to agree on its final version for incorporation in the 2002 SCIT Work Program.

[Annexes follow]

ANNEX I

TASK LIST OF
THE STANDARDS AND DOCUMENTATION WORKING GROUP
(SDWG)

Task No. 6* Assist small IPOs in acquiring optical disks to enhance access to patent information**

I. BACKGROUND AND STATUS OF WORK

- Task was included as a priority task in the SCIT Work Plan by decision of the SCIT Plenary in June 1998 to assist offices in obtaining local access to patent information on optical disk until such time that implementation of WIPONET would provide rapid access to patent information.
- Within the scope of this task GlobalPat¹ was selected as a suitable CD-ROM based collection for use by IPOs.

Action to date:

Under the first stage of the Project, WIPO financed the supply of free copies of GLOBALPat to 47 Member States. Following a request from the EPO for WIPO's participation in a continuation of the Project, the SCIT Plenary approved such action in December 1999 (see document SCIT/4/8, paragraph 40). The form of this cooperation is by way of a firm commitment to fund the provision of the GLOBALPat product on behalf of Member States, including update of the backfile and frontfile subscriptions. WIPO will be funding on the order of 110 to 120 subscriptions to GLOBALPat.

II. RELEVANCE/SCOPE OF TASK

SCIT Member States [and the Patent Documentation Group] expressed their great interest in the continued availability of GLOBALPat until such time that WIPONET constituted a viable alternative for accessing (such) patent information.

The current proposals cater for continued provision until end 2003. A review of further stages of the GLOBALPat project will be undertaken in 2003.

¹ The GLOBALPat CD-ROM collection is derived from the First Page Database of patents, which contains a single representative member of almost every patent family published by France, Germany, the United Kingdom, Switzerland, the United States Patent and Trademark Office, WIPO (PCT) and the European Patent Office (EPO). This collection contains, in the English language, bibliographic data and abstract, and, where appropriate, the image of a representative drawing.

III. PROPOSED ACTION WITH TIME FRAME

In accordance with paragraph 20 of document SCIT/6/7, the following timetable is proposed to apply for the delivery of GLOBALPat disks:

- | | |
|---|---------|
| 1. Issue of the backfile update (on CD-ROM) containing data of patent documents published during 1997 to 2000 | Q2/2001 |
| 2. Commencement of front file production | Q3/2001 |
| 3. Reprocessing and production of the full backfile collection on DVD. | Q4/2001 |

IV. TASK LEADER

The Secretariat performs the role of task leader.

Task No. 7 Monitor the changeover to electronic data carriers and update the Statement of Principles and technical guidelines, as necessary

I. BACKGROUND AND STATUS OF WORK

- Task was created by the PCIPI Executive Coordination Committee, the precursor body of the SCIT Plenary, within the framework of project PCIPI/P 994/94 and continued as project SCIT/P 6/99.
- On the basis of the initial task, the Statement of Principles Concerning the Changeover to Electronic Data Carriers for the Exchange of Patent Documents was adopted by PCIPI/EXEC/XVI, in May 1995.
- The Secretariat has arranged reporting by Member States on specifically related subject matter at various meetings of the PCIPI and SCIT, the last time being during SCIT/WG/2 and SCIT/4, in December 1999 (see documents SCIT/WG/2/12, paragraphs 40 to 43 and SCIT/4/8, paragraphs 38 and 39).
- The Technical Guidelines – Optical Disk, which form part of the above-mentioned Statement of Principles, were revised by the SDWG in December 1999 and adopted by the SCIT Plenary at its fourth session (see document SCIT/4/8, paragraph 38).

II. RELEVANCE/SCOPE OF TASK

The Task provides for monitoring the steps taken by IPOs to achieve the goals outlined in the Statement of Principles in respect of both their use of electronic carriers as the medium for exchange of their patent documents and also their readiness to receive documents in electronic format.

III. PROPOSED ACTION WITH TIME FRAME

1. The Secretariat suggests that monitoring the changeover activities taken by IPOs with respect to the usage of electronic data carriers and tools for the exchange of patent documents is included as a continuous activity of the SDWG.
2. As decided by the SCIT Plenary, in December 1999, the SDWG was entrusted with the task to update the Statement of Principles (see paragraph 39 of document SCIT/4/8). It is therefore proposed to start a review of the document in the second half of 2001 with the aim to present a draft revision of the Statement of Principles for consideration by the SDWG in 2002.

IV. TASK LEADER

The Secretariat offers to act as task leader for Task No.7.

Task No. 8 Elaborate an International Standard Application Format (ISAF)

I. BACKGROUND AND STATUS OF WORK

- Task was proposed by the US Delegation and approved in February 1999 by SCIT Plenary (see document SCIT/2/8, paragraphs 35 and 36).
- A task force established to prepare a PCT e-filing standard was requested to present a final draft standard to the SCIT Plenary for approval.
- No action has been taken by that task force so far.

II. RELEVANCE/SCOPE OF TASK

According to the initial proposal, the ISAF should be applicable to all papers of the international applications submitted under the PCT, and should replace all pre-printed forms with a published format for submission of all documents. Documents would be suitable for SGML capture (conforming to DTD, use of SGML tags). ISAF would be a paper-based, but pageless, standard format for usage by applicants and IPOs. Basic ISAF benefits envisaged are: Templates have standardized SGML data identifiers with home language data descriptors for easy understanding, ISAF storage is language neutral, display can show data with descriptors in any language, it is a prerequisite for automatic translation.

III. PROPOSED ACTION WITH TIME FRAME

Task is depending on the completion of the "E-PCT" Standard (see Task No. 13), but Task No. 13 will not include the establishment of ISAF standards per se. No action is proposed at present.

IV. TASK LEADER

The Offices of the Trilateral Cooperation are proposed to act as task leader.

V. COMMENTS

The SCIT Plenary requested the SDWG to consider the scope and wording of this Task in connection with Task Nos. 13, 18, 19 and 21. The Office for Harmonization in the Internal Market (Trade Marks and Designs) proposed, at the SCIT Plenary session, in January 2001, to also have trademarks covered by Task No. 8.

Task No. 10 Consider the need for common field name tags in databases contained in IPDLs

I. BACKGROUND AND STATUS OF WORK

- Task was created by the PCIPI Executive Coordination Committee, in May 1998.
- The matter of field name tags used in patent search systems was initially considered within PCIPI Project 978.
- The Secretariat presented a report to the SCIT Working Groups, in November 1998, which outlined possible approaches to provide user-friendly end-user search interfaces with a view to the planned IPDL pilot project activity. Further details are given in document SCIT/WG/1/8 and paragraphs 31 to 33 of SCIT/WG/1/12.

II. RELEVANCE/SCOPE OF TASK

One of the components of the IPDL project is the identification and/or development of data exchange standards to be used between digital libraries implemented by IPOs in WIPO Member States, and the IPDL system implemented by the International Bureau. A goal of the IPDL project is to support a maximum level of integrated access to IP data collections with minimum duplication of data and resources.

III. PROPOSED ACTION WITH TIME FRAME

1. Options outlined in document SCIT/WG/1/8 to provide user-friendly end-user search interfaces and support for cross site searching among databases should be examined within the scope of the IPDL pilot project activity with particular emphasis on the development of Z 39.50 compliant systems. The Secretariat shall take steps to identify or develop, document and enter into the WIPO standards process, communications standards suitable for achieving the integrated information dissemination goals of the IPDL project. The Secretariat is convening a workshop during the second quarter of 2001 comprised of industry experts and Member States representatives to review and identify suitable existing and proposed standards. The resulting documentation will be distributed to the SCIT IPDL Electronic Task Force for review, prior to formal submission into WIPO standards track procedures. Q2/2001
2. The Secretariat is to provide a report to SDWG on study results expected to be reached under III/1, above. Q2/2002
3. The Secretariat proposes to amend the task description as follows:
“Consider the need for communication standards related to the network-based publication and exchange of information resources.”

IV. TASK LEADER

The Secretariat offers to act as task leader.

Task No. 11 Develop reference resources useful for IPOs to be made available on the network

I. BACKGROUND AND STATUS OF WORK

- Task was included in the SCIT Work Program by decision of the SCIT Plenary, in June 1998, and assigned to the Secretariat (see Annex IV, page 5 of document SCIT/1/7).
- According to the SCIT Work Program for the 2000-01 biennium, Task No. 11 was classified as an issue to be dealt with within the scope of the IPDL project.
- The SCIT/5 Plenary, in July 2000, approved the establishment of a SCIT task force to support further development of the IPDL Project, in particular the process for project planning, implementation, testing and data collections development. Standards documentation that will result from Task No. 10 will be distributed to participants of this group.

II. RELEVANCE/SCOPE OF TASK

The importance of the Task should be evaluated by SCIT Member States.

III. PROPOSED ACTION WITH TIME FRAME

There appears to be a need for the SDWG to determine the relevance and scope of Task No. 11, taking into account the current status and future policy regarding the IPDL project. Invitation letters to Member States for participation in the SCIT IPDL Electronic Task Force will be sent out as soon as final approvals are received.

IV. TASK LEADER

The Secretariat offers to act as task leader.

Task No. 13* Prepare technical standards for e-filing, processing and storage of patent applications

I. BACKGROUND AND STATUS OF WORK

- Task was proposed by the Secretariat and approved in February 1999 by the SCIT Plenary (see document SCIT/2/8, paragraphs 33 and 34).
- A task force was established and instructed to prepare, on the basis of a draft by the Trilateral Offices, a final draft standard for approval by the SCIT Plenary.
- Following a decision of the PCT Assembly in September 2000, consultations are being carried out to establish a legal framework and technical standards, as part of the PCT Administrative Instructions, for international applications under the PCT.

II. RELEVANCE/SCOPE OF TASK

Task is of priority importance to the SCIT Plenary and has very high relevance for automation efforts in some IPOs.

III. PROPOSED ACTION WITH TIME FRAME

The Secretariat proposes to amend the wording of Task No. 13 as follows in order to better reflect the role of the SCIT in the process of transforming the envisaged “E-PCT” Standard into a WIPO Standard: “Consider the “E-PCT” Standard for adoption as a WIPO standard for e-filing, processing and storage of patent applications.”

Next action by SCIT depends on finalization of the “E-PCT” Standard.

IV. TASK LEADER

The Secretariat offers to act as task leader.

V. COMMENTS

The SCIT Plenary requested the SDWG to consider the scope and wording of this Task in connection with its linkage with Task Nos. 8 and 15.

Task No. 15 Study the consequences of e-filing on the production of certified office copies with particular reference to those used for priority purposes

I. BACKGROUND AND STATUS OF WORK

- Task was initiated by the Patent Office of the United Kingdom in 1993. Taking into account the interest by IPOs in the resolution of legal and technical issues related to the filing of applications in electronic form, the PCIPI Executive Coordination Committee decided, in June 1993, to create a task and assign it to the Working Group on the Management of IP Information (see documents PCIPI/EXEC/XII/9 and PCIPI/EXEC/XII/10, paragraphs 17 and 18).
- At the PCIPI/MI/XII meeting, in December 1993, the Working Group discussed the issue on the basis of a presentation made by the US Delegation. The presentation focused on the trilateral project to establish procedures for the exchange of certified copies of priority applications (see Project file PCIPI/P 985/93 and paragraphs 22 to 26 of document PCIPI/MI/XII/3). No further consideration of the subject matter took place at any PCIPI or SCIT meetings.

II. RELEVANCE/SCOPE OF TASK

The Secretariat is of the opinion that Task No. 15 depends on the standards to be developed under Task No. 13.

III. PROPOSED ACTION WITH TIME FRAME

The Secretariat suggests to hold Task No. 15 in abeyance and to revert to it once Task No. 13 is completed.

Task No. 17* Revise WIPO Standards ST.30, ST.31, ST.32, ST.33, ST.35 and ST.40

I. BACKGROUND AND STATUS OF WORK

- Revision of the above-mentioned Standards was initiated by PCIPI/EXEC, in May and November 1997, and work is undertaken by a task force (see project files PCIPI/P 35/97, PCIPI/P 39/97 and SCIT/P 2/98). Revisions of Standards ST.32, 33, 35 and 40 catered for the changes needed for Y2K purposes and were completed. Further work remains to be done by the task force to reflect other changes in IP and IT practice

II. RELEVANCE/SCOPE OF TASK

The SCIT Plenary has given high priority to the task.

III. PROPOSED ACTION WITH TIME FRAME / IV. TASK LEADER

See document SCIT/SDWG/1/4 for details in respect of the above.

Task No. 18* Monitor the development of the trilateral standards related to machine-readable data and receive a report from the Delegation of the EPO, the JPO and the USPTO at each meeting

I. BACKGROUND AND STATUS OF WORK

- Task was created by the PCIPI Executive Coordination Committee in December 1992 (see paragraphs 13 to 21 of document PCIPI/EXEC/XI/13) as a result of discussions relating to standardization efforts of the Trilateral Offices in view of machine-readable data.
- Status reports were regularly given at meetings of the PCIPI Working Group on the Management of IP Information from 1993 to 1997 and of the SCIT Plenary in February 1999 (see Project file PCIPI/P 983/93, paragraph 24 of document SCIT/2/8 and <http://www.wipo.int/scit/en/other-p/scit-2/us-7.pdf>). The reports focused on development and usage of the MIMOSA software, Trilateral Data Exchange Standards, etc.

II. RELEVANCE/SCOPE OF TASK

Task should serve as a source for the in-time identification of data exchange issues which require harmonization among IPOs.

III. PROPOSED ACTION WITH TIME FRAME

On the basis of the deliberations at SCIT/6, in January 2001, the Secretariat proposes to reword the task description as follows: “Identify areas for standardization relevant to the exchange of machine-readable data on the basis of projects envisaged by such bodies as the Trilateral Offices, ISO, IEC and other well-known IT standard-setting bodies.” Through the proposed new description, Task No. 21 has been subsumed by Task No. 18.

IV. TASK LEADER

The Secretariat offers to act as task leader for Task No. 21 and to report to the SDWG, once a year, on new developments and possible projects to be undertaken within the SCIT.

Task No. 19 Elaborate a WIPO standard concerning making patent documents available on mixed-mode optical disks

I. BACKGROUND AND STATUS OF WORK

- Standardization of mixed-mode CD-ROMs was initially included in the PCIPI Work Program in 1990 (see paragraph 57 of document PCIPI/EXEC/VII/7).
- The task was assigned to the Working Group on Optical Storage, followed up by the group and finally, due to the mixed-mode CD-ROM developments underway in the Trilateral Offices, held in abeyance (for details please refer to Project PCIPI/P 936/90 and document PCIPI/OS/V/2, paragraphs 17 and 18).
- No draft standard has to date been prepared and presented within PCIPI or SCIT. However, MIMOSA is accepted as a defacto standard within the IP community.

II. RELEVANCE/SCOPE OF TASK

When drafted in the early 1990s, WIPO Standard ST.40 “Recommendation Concerning Making Facsimile Images of Patent Documents Available on CD-ROM” reflected the current practice of the major offices in respect of dissemination of patent information on CD-ROM. Facsimile images were common place. The use of mixed-mode, although proposed, was in its infancy. Since then the position has changed and the production of mixed-mode CD-ROMs, especially under the MIMOSA platform, is becoming common place. This current practice should therefore be reflected either in a new standard or in an update of WIPO Standard ST.40.

III. PROPOSED ACTION WITH TIME FRAME

1. Any action proposed by the SDWG regarding the task should take due account of the requirements set out in paragraph 9 of the new SCIT Structural Framework and Rules of Procedure (see Annex III of document SCIT/6/7).
2. It is proposed that the SDWG allocate consideration of this task and the course of action to be taken, to the task force responsible for Task No. 17.

IV. TASK LEADER

Nomination of the task leader should be determined by the task force.

Task No. 20 Prepare a recommendation on how figurative elements of marks should be captured in electronic form and how they should be displayed on visual display units (VDUs)

I. BACKGROUND AND STATUS OF WORK

- Elaboration of a WIPO recommendation on the above-mentioned subject matter was suggested by the PCIPI Working Group on the Management of IP information and approved by the PCIPI Executive Coordination Committee, in December 1991 (see documents PCIPI/MI/VIII/2 and VIII/3 and paragraphs 29 to 31 of document PCIPI/EXEC/IX/9).
- No action has been taken so far within PCIPI/SCIT.

II. RELEVANCE/SCOPE OF TASK

The proposal to develop a WIPO recommendation concerning the capturing of figurative elements of marks was made in view of the fact that, with the entry into force of the Madrid Protocol and the ensuring internationalization of trademark data exchange, standards are needed to guarantee the exchange of highly standardized data in impeccable quality (see paragraph 43 of document PCIPI/SEM/TM/91/12).

The Secretariat is using a *de-facto* standard for publication quality images, including screen presentation, within WIPO internal IP systems and in cooperation projects for WIPO software implementation in some developing countries.

III. PROPOSED ACTION WITH TIME FRAME

1. The SDWG is invited to consider:

- (a) whether a need for such a recommendation still exists at IPOs,
- (b) which elements (areas) are expected to be covered by the recommendation,
- (c) how the work should be organized to arrive at a WIPO standard.

2. Any action proposed by the SDWG regarding the Task should take due account of the requirements set out in paragraph 9 of the new SCIT Structural Framework and Rules of Procedure (see Annex III of document SCIT/6/7).

IV. TASK LEADER

The SDWG is invited to assign a task leader should Task No. 20 be continued.

Task No. 21 Monitor work of and participate in relevant Internet and IT standard-setting bodies

I. BACKGROUND AND STATUS OF WORK

- Task was created by the SCIT Plenary, in June 1998, and assigned to the Secretariat (see Annex IV, page 5 of document SCIT/1/7).
- The sixth session of the SCIT Plenary, in January 2001, agreed to have this task subsumed by Task No. 18 (see Annex IV, paragraph 3 of document SCIT/6/7).
- Please refer to Task No. 18 for continuation of activities envisaged by this task.

Task No. 22* Investigate, in the light of the revised Standard ST.14, whether any other WIPO Standard, such as ST.6, ST.10/B, ST.11, ST.12, ST.16, ST.19, ST.30, ST.32, ST.35 and ST.40, requires revision in order to clarify how a patent document should be uniquely identified

I. BACKGROUND AND STATUS OF WORK

- Task resulted from the creation of supplementary correction codes for patent documents and a proposal by the USPTO (see document SCIT/WG/1/12, paragraph 28).
- Discussions on the subject matter took place at SCIT/WG/2, in December 1999, and subsequent work was carried out through a task force during the year 2000.
- The results reached by the task force were presented to IPOs for consideration and comments in December of last year (see Circular SCIT 2524 dated December 22, 2000).
- Termination of work on Task No. 22 is expected to be reached under Item 8 of the SCIT/SDWG/1 draft agenda, in May 2001.

II. RELEVANCE/SCOPE OF TASK

The SCIT Plenary, at its sixth session, in January 2001, attributed priority status to this task.

III. PROPOSED ACTION WITH TIME FRAME

No further action is required if task force results are approved by SCIT/SDWG/1.

Task No. 23 Monitor the inclusion of information about entry into the national (regional) phase of published PCT international applications in the EPIDOS/PRS database

I. BACKGROUND AND STATUS OF WORK

- Task is based on a project by the former PCIPI to make information on the status of PCT international applications searchable for the IP user community. In November 1995, the PCIPI Executive Coordination Committee agreed to the collection of data in order to supplement the existing EPIDOS Patent Register Service (PRS) with information about the entry, and, where available, the non-entry into the national (regional) phase of PCT international applications, and to have these tasks carried out by the EPO (EPIDOS) (see document PCIPI/EXEC/XVII/7, paragraphs 50 to 54).
- Background information is provided in project files PCIPI/P 993/94, PCIPI/P 25.
- The task has had the status of a continuous activity since November 1996.

II. RELEVANCE/SCOPE OF TASK

Task is of an informational nature.

III. PROPOSED ACTION WITH TIME FRAME

1. The SDWG should continue to monitor further developments in the searchability of data on PCT applications.
2. The Secretariat is to arrange reporting to meetings of the SDWG at regular intervals (once a year).

IV. TASK LEADER

The Secretariat offers to act as task leader.

Task No. 24 Collect and publish Annual Technical Reports on Patent, Trademark and Industrial Design Information Activities of the SCIT Members (ATR/PI, ATR/TM, ATR/ID)**

I. BACKGROUND AND STATUS OF WORK

- On the basis of decisions by the PCPI and PCIPI/EXEC in 1978, 1990 and 1996, the Secretariat collects information of IPOs on their information activities in the patent, trademark and industrial design areas, on an annual basis, and arranges the posting of the ATRs on WIPO's web site (see paragraphs 45, 18 and 77 of documents PCPI/II/3, PCIPI/EXEC/VII/7 and PCIPI/EXEC/XIX/7, respectively).
- The ATRs for the 1998 and 1999 activities are available at the URL <http://www.wipo.int/eng/general/scit/atrs/index.hti>. In addition, paper collections of ATRs have been published by the Secretariat for some 20 years for patents, 10 years for trademarks and five years for industrial designs.
- In 2001, the Secretariat started a trial to collect information through an electronic report form in order to reduce the workload for IPOs and WIPO in the establishing and processing of the ATRs.

II. RELEVANCE/SCOPE OF TASK

Information contained in the ATRs is available to all IPOs and the public. It is used for various information purposes, among them, for awareness building, training and teaching.

III. PROPOSED ACTION WITH TIME FRAME

No actions are proposed. Task is of a continuous nature.

IV. TASK LEADER

The Secretariat has been entrusted to handle Task No. 24.

Task No. 25 Monitor the development of, and report to the appropriate body on,
WIPO publications on CD-ROM**

I. BACKGROUND AND STATUS OF WORK

- Task No. 25, which is considered a continuous activity of the Secretariat, has been carried forward in the PCIPI and SCIT work plans for many years (see Annex VIII of document PCIPI/EXEC/22/6).
- Monitoring and reporting on WIPO publications on CD-ROM relating to IP information and documentation was done through written reports to the PCIPI Executive Coordination Committee, the last one being presented in May 1998, and oral reports to the SCIT Plenary (see paragraph 41 of document SCIT/2/8).

II. RELEVANCE/SCOPE OF TASK

Through this activity, information is being disseminated on the development or publication of WIPO CD-ROM products containing IP information, such as the WIPO Handbook, IPC:CLASS, IP Statistics and IPLEX CD-ROMs.

III. PROPOSED ACTION WITH TIME FRAME

The Secretariat invites the SDWG to consider whether Task No. 25 should be included in Task No. 26 as another continuous activity to be handled by the International Bureau.

- Task No. 26 Report on activities of WIPO in respect of
- (a) updating the Handbook on Industrial Property Information and Documentation
 - (b) the collection and publication of Industrial Property Statistics
 - (c) the Journal of Patent Associated Literature (JOPAL)
 - (d) the List of Periodicals Established under PCT Rule 34.1(b)(iii)**

I. BACKGROUND AND STATUS OF WORK

The Secretariat regularly presented activity reports to the PCIPI Executive Coordination Committee and the SCIT Plenary on tasks assigned to the International Bureau, the last time at SCIT/2 in February 1999 (see paragraph 41 of document SCIT/2/8).

II. RELEVANCE/SCOPE OF TASK

Activity reporting covered work undertaken by the Secretariat and relating to all of the above-mentioned areas or projects. An example of an activity report is reproduced in document PCIPI/EXEC/22/3.

III. PROPOSED ACTION WITH TIME FRAME

The Secretariat offers to prepare a report on activities listed under (a) to (d), above, for presentation to the second session of the SDWG planned to be held in April 2002. The SDWG may wish to review the areas covered by Task No. 26 (see also III under Task No. 25).

IV. TASK LEADER

The Secretariat should continue to be the task leader.

Task No. 28 Update the Survey of the Grant and Publication of SPCs and make it available through WIPO's web site

I. BACKGROUND AND STATUS OF WORK

- The Survey of the Grant and Publication of SPCs for medicinal products was published in the *WIPO Handbook on Industrial Property Information and Documentation* on the basis of a decision taken by the PCIPI Executive Coordination Committee, in May 1994.
- In December 1999, the SCIT Plenary agreed to have the Survey updated by reflecting information on the protection of phyto-pharmaceutical products.
- Subsequent to that decision, the Secretariat collected information from IPOs and established a revised version of the Survey. Its publication on WIPO's web site, in English, French and Spanish, is envisaged for Q3/2001.

II. RELEVANCE/SCOPE OF TASK

Elaboration and update of the Survey was initiated by the Patent Documentation Group and supported by the PCIPI Executive Coordination Committee and SCIT Plenary.

III. PROPOSED ACTION WITH TIME FRAME

Timetable for termination of work:

- | | |
|---|------------------|
| 1. Completion of translation into English, French and Spanish | – March 30, 2001 |
| 2. Agreeing Survey contents with IPOs concerned | – Q2/2001 |
| 3. Publication of Survey on WIPO's web site | – Q3/2001 |
| 4. Inclusion of Survey in 2002 issue of WIPO Handbook CD-ROM | – Q1/2002 |

IV. TASK LEADER

No need to assign a task leader.

Notes

- * High priority task
- ** Task to be carried out/handled by the Secretariat and to be reported on to the SDWG

[Annex II follows]

ANNEX II

LIST OF TASKS FROM THE FOURTH SCIT PLENARY REPORT (SCIT/4/8)

(Excerpt from document SCIT/6/7, Annex IV)

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
1*	Monitor the establishment and operation of the WIPONET, in particular, its deployment in IPOs with no Internet access and the training of IPO staff in the use of the applications and services available over the network, and the Service Level Agreements for WIPONET performance.	ITPWG	WIPONET Service Level Agreements to be made available to next meeting of ITPWG for consideration
2	Study the potential of electronic commerce, its infrastructure and the usage of tools therefore by IPOs	ITPWG	Scope of task to be reconsidered after the application of the new process for task initiation by the ITPWG
3*	Deleted		
4*	Deleted		
5*	Monitor pilot projects, undertaken by the International Bureau, to evaluate viable, cost-effective and user-friendly solutions for the streamlining and automation of intellectual property administration functions, in particular, those solutions most suitable for small IPOs	ITPWG **	
6*	Assist small IPOs in acquiring optical discs to enhance accessing of patent information	SDWG **	
7	Monitor the changeover to electronic data carriers and the corresponding equipment to update the Statement of Principles and technical guidelines, as necessary	SDWG	
8	Elaborate an International Standard Application Format	SDWG	SDWG to consider the scope and wording of this text in connection with its linkages with tasks 13, 18, 19 and 21

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
9*	Monitor functionality and operations of the IPDLs Project	ITPWG	
10	Consider the need for common field name tags in databases contained in IPDLs	SDWG	
11	Develop reference resources useful for IPOs to be made available on the network	SDWG	
12	Investigate the possibility of enhancing and extending the natural language search and classification system of INPI (France) to cover the official UN languages and the utility of such technologies for automatic search enhancement and classification systems	ITPWG	ITPWG to consider the scope and wording of this task in connection with its linkage to task 27
13*	Prepare technical standards for e-filing, processing and storage of patent applications	SDWG	SDWG to consider the scope and wording of this task in connection with its linkage with tasks 8 and 15
14*	Monitor the development of electronic filing of patent and trademark applications and provide developing countries with technical assistance in this area	ITPWG **	
15	Study the consequences of e-filing on the production of certified office copies with particular reference to those used for priority purposes	SDWG	(See task 13)
16	Monitor activities to be undertaken to gradually meet the IT requirements of the WIPO Academy Distance Learning Program	ITPWG **	
17*	Revise WIPO Standards ST.30, ST.31, ST.32, ST.33, ST.35 and ST.40 [ST. 33 and ST.35 completed]	SDWG	
18*	Monitor the development of the trilateral standards related to machine-readable data and receive a report from the Delegations of the EPO, the JPO and the USPTO at each meeting	SDWG	(See task 8) International Bureau to prepare new text to include element on harmonization and so that task 21 may be subsumed by task 18

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
19	Elaborate a WIPO standard concerning making patent documents available on mixed-mode optical discs.	SDWG	(See task 8) SDWG should also consider linkage between this task and current work on ST.40
20	Prepare a recommendation on how figurative elements of marks should be captured in electronic form and how they should be displayed on visual display units (VDUs)	SDWG	
21	Monitor work of and participate in relevant Internet and IT standard-setting bodies	SDWG **	To be deleted, once new wording of task 18 is agreed
22*	Investigate, in the light of the revised Standard ST.14, whether any other WIPO Standard, such as ST.6, ST.10/B, ST.11, ST.12, ST.16, ST.19, ST.30, ST.32, ST.35 and ST.40, requires revision in order to clarify how a patent document should be uniquely identified	SDWG	
23	Monitor the inclusion of information about entry into the national (regional) phase of published PCT international applications in the EPIDOS/PRS database	SDWG	
24	Collect and publish Annual Technical Reports on Patent, Trademark and Industrial Design Information Activities of the SCIT Members (ATR/PI, ATR/TM, ATR/ID)	SDWG **	
25	Monitor the development of, and report to the appropriate body on, WIPO publications on CD-ROM	SDWG **	
26	Report on activities of WIPO in respect of: (a) updating the Handbook on Industrial Property Information and Documentation (b) the collection of Industrial Property Statistics (c) the Journal of Patent Associated Literature (JOPAL) (d) the List of Periodicals Established under PCT Rule 34.1(b)(iii)	SDWG **	

Task No.	Description	Working Group assignment under new SCIT structure	Action to be taken by Working Groups
27	Monitor the progress of activities carried out to implement the Classification Automated Information System (CLAIMS) in accordance with Project 12 of the IT Strategic Implementation Plan	ITPWG **	(See task 12)
28	Update the Survey of the Grant and Publication of SPCs and make it available through WIPO's web site	SDWG **	

Notes: * High priority tasks

** Task to be carried out/handled by the IB and to be reported on to the ITPWG or SDWG

IB: International Bureau

SDWG: Standards and Documentation Working Group

ITPWG: Information Technology Projects Working Group

[End of Annex II and of document]