

ANNEX III

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

Task No. 6* Assist small intellectual property Offices (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

The following timetable applies for the delivery of GlobalPat disks:

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|---|---------|
| 1. Issue of the backfile update (on CD-ROM) containing data of patent documents published during 1997 to 2000 | Q3/2001 |
| 2. Commencement of front file production | Q3/2001 |
| 3. Reprocessing and production of the full backfile collection on DVD. | Q4/2002 |

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 IP information and also their readiness to receive documents in electronic format.

III. PROPOSED ACTION WITH TIME FRAME

1. The SDWG decided that monitoring the changeover activities taken by IPOs with respect to the usage of electronic data carriers and tools for the exchange of IP information was 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 was therefore agreed to start a review of the document, with the inclusion of other IP rights, 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 performs the role of task leader for Task No. 7.

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

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/XML capture (conforming to DTD, use of SGML/XML 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 depends on the completion of the "E-PCT" Standard (see Task No. 13). Task No. 13 will not include the establishment of ISAF standards per se. Further work is currently expected to commence Q1/2002.

IV. TASK LEADER

The Delegation of the United States of America performs the role of task leader.

Task No. 10 Consider the need for communication standards related to the network-based publication, retrieval and exchange of information resources

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 the SDWG on study results expected to be reached under III/1, above.

Q2/2002

IV. TASK LEADER

The Secretariat performs the role of 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 processes 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

The SCIT IPDL Electronic Task Force was requested to determine the relevance and scope of the task, to reflect the conclusions reached in the task description and to report back to the SCIT Plenary at the next meeting, in December 2001.

IV. TASK LEADER

The Secretariat performs the role of task leader.

Task No. 13* Consider the “E-PCT” Standard for adoption as a WIPO standard 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

Next action by SCIT depends on finalization of the “E-PCT” Standard.
Work on standardization issues is currently targeted to commence in Q1/2002.

IV. TASK LEADER

The Secretariat performs the role of task leader.

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 Delegation of the United States. 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

Task No. 15 depends on the standards and associated legal framework of the technical standards for e-filing , processing and storage of patent applications to be developed under Task No. 13.

III. PROPOSED ACTION WITH TIME FRAME

Task No. 15 should be held in abeyance.

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

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

Task force to review the work to be undertaken and provide a list of proposed activities in respect of each of the standards and time scale for action. Plan to be provided by end October, 2001.

IV. TASK LEADER

The Secretariat will perform the role of task leader.

Task No. 18* 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

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. TASK LEADER

The Secretariat performs the role of task leader and will 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 PCPI/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 *de facto* 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

The SDWG decided to 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

The Secretariat will perform the role of task leader.

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

The SDWG decided to have the following work carried out before a decision could be made as to the continuation of Task No. 20:

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|-----|--|-------------------|
| (a) | Collect data from IPOs on formats currently in use for figurative elements of marks through sending out a questionnaire to IPOs
Secretariat in cooperation with the United States Patent and Trademark Office (USPTO) and the European Community Office for Harmonization in the Internal Market (OHIM) | July 30, 2001 |
| (b) | Receipt of input data
IPOs | October 30, 2001 |
| (c) | Report to the SDWG with suggestions for further action
Secretariat | December 30, 2001 |

IV. TASK LEADER

The SDWG will determine a task leader subsequent to the completion of work scheduled under Chapter III.

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).

Task subsumed by Task No. 18.

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).

II. RELEVANCE/SCOPE OF TASK

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

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Task considered completed at the first session of SDWG.

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 decided to continue monitoring 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 performs the role of task leader.

Task No. 24 Collect and publish Annual Technical Reports (ATRs) 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.

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Task was included in Task No. 26.

- 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)
 - (e) WIPO publications on electronic media containing IP information**

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).

Monitoring and reporting on WIPO publications on electronic media 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

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. Through activity 26(e), 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 offers to prepare a report on activities listed under (a) to (e), above, for presentation to the second session of the SDWG planned to be held in April 2002.

IV. TASK LEADER

The Secretariat performs the role of task leader.

Task No. 28 Update the Survey of the Grant and Publication of Supplementary Protection Certificates (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:

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|---|-----------------|
| 1. Completion of translation into English, French and Spanish | – June 30, 2001 |
| 2. Agreeing Survey contents with IPOs concerned | – Q3/2001 |
| 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 |

Notes

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

[Annex IV follows]