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STANDING COMMITTEE ON INFORMATION TECHNOLOGIES STANDARDS AND DOCUMENTATION WORKING GROUP

**Ninth Session
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REVISION OF ANNUAL TECHNICAL REPORTS (ATRs) (TASK No. 24)

Document prepared by the Secretariat

Introduction

1. The Standards and Documentation Working Group (SDWG) of the Standing Committee on Information Technologies (SCIT), at its sixth session, held in September 2005, agreed to create a new Task Force. The Task Force should clarify the objectives of the Annual Technical Reports (ATRs) and the target users (including industrial property information providers and users). The Task Force should also revise and update the current recommended contents of the ATRs. (See document SCIT/SDWG/6/11, paragraphs 58 to 62.)
2. In accordance with the above, the ATRs Task Force prepared a questionnaire and carried out a web survey, which was also conducted with the aim of improving the current recommended contents of the ATRs. A document containing a summary and analysis of the results of the survey, including conclusions and proposals, was presented for consideration by the SDWG at its eighth session, held in March 2007. (See document SCIT/SDWG/8/5.)
3. At its eighth session, the SDWG approved the conclusions given in paragraphs 13 to 16 and the proposals given in paragraph 17 of the Annex to document SCIT/SDWG/8/5, including the definitions of the main objectives and target users of the ATRs, as well as the revised recommended contents of the ATRs on Patent, Trademark, and Industrial Design

Information Activities. The SDWG referred back to the ATRs Task Force the discussion and preparation of a proposal on the following additions to the Recommended Contents for patents, for trademarks, and for industrial designs whenever applicable:

- (a) Section II: Activities of the Office regarding Optical Character Recognition (OCR),
- (b) Section III: Activities of the Office regarding preclassification,
- (c) Section VI: URLs of the web pages of the Office's website for electronic filing of patent applications, and
- (d) Section VIII: At the end of the last item in this section add “, as well as websites,” to read “Main patent and industrial property information magazines/journals published in the country or region of the Office, as well as websites.”

(See document SCIT/SDWG/8/5, paragraphs 28 and 29.)

ATRs Task Force Activities, Results and Proposals

4. The volatile (non-persistent) nature of URLs was mentioned during the discussions at the eighth session of the SWDG, but no definite decision regarding URLs was made by the SDWG. Further discussion about the stability of URLs by the ATRs Task Force members resulted in agreement that where URLs are requested in ATRs, it is preferred that either URLs which are likely to remain stable over time (three years or more) are provided, or home (main) page URLs are provided with a short explanation of how to access the corresponding information.

5. Taking into account the additions referred to in paragraph 3, above, Annexes 1 to 3 of this document are presented for the consideration and approval by the SDWG. The proposals result from the discussion by the ATRs Task Force members concerning the revision of the recommended contents of the ATRs on patent, trademark, and industrial design information activities, respectively. Proposed changes to the current contents as recommended are highlighted:

(a) In the recommended contents it should be noted that a bracketed clarification has been added to item III to address some concerns on the inclusion of preclassification, while still retaining the option to report on preclassification for those to whom it is relevant.

(b) Reference to an additional note (relating to the stability of URLs) has been added in multiple points of each Appendix to try to find some middle ground between those who wish to add URLs and those who are concerned about the stability of a URL over time.

(c) The entire sub-item 3(d), above, has not been included since Task Force members considered that its inclusion is not appropriate. It should be noted that this sub-item was first included in 2006 ATRs Recommended contents as the sixth point of item VIII. Of the 43 ATRs published so far for 2006, 18 discuss the main patent and industrial property information magazines/journals published in the country or region of the Office.

Secretariat activity in the two-year plan to improve visibility of and access to ATRs

6. The SDWG, at its eighth session, requested that the Secretariat, over a two-year period, improve the visibility and access to ATRs and present a report to the SDWG and subsequently to the SCIT Plenary. In addition to what is presented below the Task Force Leader will provide more information in her oral report to the SDWG. (See document SCIT/SDWG/8/14, paragraphs 30 to 32.)

7. Regarding the request in paragraph 30(a) “to improve the statistical information on the ATRs”, statistics will be collected for analysis over a two-year period in order to quantify and qualify (where possible) visitor hits to ATR information. Such analysis may show changes over time as accessibility to and visibility of ATR information is improved as discussed below.

8. Regarding the request in paragraph 30(b) “to improve the visibility of the ATRs by requesting offices to implement the agreement referred to in paragraph 17(c) of the Annex to document SCIT/SDWG/8/5”, SCIT members were invited in circular C. SCIT 2643 (July 5, 2007) to inform interested parties that the ATRs are available on WIPO’s website and to post, on their websites, a notice on the ATRs with a link to the ATRs web page.

9. Regarding the request in paragraph 30(c) “to simplify the access to the ATRs on WIPO’s website”, it is intended to provide access to ATRs from other parts of the WIPO website. In this way, users of related services may have their attention (re)drawn to the existence of ATRs.

10. Regarding the request in paragraph 30(d) “to analyze and address the apparent constraints in accessing the ATRs made available through the ATR Management System;” a new search interface is intended to be added to the ATR home page. This unsophisticated search interface will include the ability to filter results by requested country, modality, and type. Keyword searches using simple Boolean operators will allow further refining of results.

11. Regarding the request in paragraph 30(e) “to organize the addition of the three modalities of ATRs to search engine indexes (e.g., Google), if possible”, an effort to improve the site rankings of the ATRs within Google will be made.

Other Activity

12. The following ATRs for 2006 have been published, as at January 9, 2008:

Patent Information Activities: 31 (AM, AT, AU, BG, BR, CA, CR, CZ, EA, EE, EG, EP, GB, GE, HU, IE, JP, KG, KR, KZ, LT, MX, MY, PH, PL, RO, RU, SK, UA, US, UZ).

Trademark Activities: 29 (AM, AT, AU, AZ, BG, CA, CI, CN, CR, CZ, EE, GB, GE, HU, JP, KG, KR, KZ, LT, MK, PH, PL, RO, RU, SE, SK, UA, US, UZ).

Industrial Design Activities: 29 (AM, AT, AU, BG, CA, CR, CZ, EE, GB, GE, HU, JP, KG, KR, KZ, LT, MK, MY, PH, PK, PL, RO, RU, SE, SK, SY, UA, US, UZ).

13. *The SDWG is invited:*

(a) *to note the contents of this document and of the oral report by the ATRs Task Force Leader;*

(b) *to consider and approve the Recommended contents of ATRs on Patent Information Activities reproduced in Annex I to this document;*

(c) *to consider and approve the Recommended contents of ATRs on Trademark Information Activities reproduced in Annex II to this document; and*

(d) *to consider and approve the Recommended contents of ATRs on Industrial Design Information Activities reproduced in Annex III to this document.*

[Annexes follow]

ANNEX I

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON
PATENT INFORMATION ACTIVITIES

Where URLs are requested below, it is preferred that either URLs which are likely to remain stable over time (three years or more) are provided, or home (main) page URLs are provided with a short explanation of how to access the corresponding information. The Annual Technical Reports on Patent Information Activities should cover the following items:¹

I. Evolution of patent activities

- Changes experienced in terms of application filings and grants with respect to the previous year;
- Trends or areas experiencing rapid changes with respect to the previous year;
- URLs of Web pages of the Office's website that provide statistics related to patents.

II. Matters concerning the generation, reproduction, distribution and use of primary and secondary sources of patent information

- Publishing, printing, copying (main types of publications of the office in the field of patent information, etc.);
- Main types of announcements of the Office in the field of patent information;
- Mass storage media used (paper, microforms, optical storage, etc.);
- Word processing and office automation;
- New) techniques used for the generation of patent information (printing, recording, photocomposing, Optical Character Recognition (OCR), etc.);
- URLs of Web pages of the Office's website that provide access to online publication of patent documents and gazettes, and other primary and secondary sources of patent information, including patent publication servers and download of bulk patent data.

¹ The term "patent" covers utility models and Supplementary Protection Certificates (SPCs). Offices which issue design patents should report their design patent information activities in their Annual Technical Reports on Industrial Design Information Activities.

III. Matters concerning abstracting, classifying, reclassifying and indexing of technical information contained in patent documents

- Abstracting, reviewing, translating;
- Classification , preclassification² (if applicable), and reclassification activities; Classification system used, e.g., International Patent Classification (IPC), other classification (please indicate whether or not patent documents are classified by your Office and, if so, which classification is used);
- Coordinate indexing (domestic deep indexing systems, keyword indexing);
- Hybrid system indexing;
- Bibliographic data and full-text processing.

IV. Search file establishment and upkeep

- File building;
- Updating;
- Storage, including mass storage media;
- Documentation from other offices maintained and/or considered part of the available search file.

V. Activities in the field of computerized and other mechanized search systems

- In-house systems (online/offline);
- External databases;
- Administrative management systems (e.g., register, legal status, statistics, administrative support, etc.);
- Equipment used (hardware, including the types of terminal and network used, and software), carriers used;
- Existing online thesauri; their structure, presentation and usefulness for computerized searches.

VI. Administration of the industrial property office library, and information products and services available to the public (relating to facilities, e.g., for lodging applications, for assisting clients on searching procedures, for obtaining official publications and registry extracts)

- Planning, administration, automation, security, buildings;
- Collecting, acquisitions, preparation;

² Preclassification is allotting an initial classification symbol to a patent application, using human and/or automated means, before substantive examination takes place (e.g. search or examination). Usually preclassification is applied by the administration of an Office for internal administrative purposes (e.g. routing an application to the appropriate examiner).

- Collection management, preservation;
- Interlibrary lending, resource sharing, networks of patent libraries in the country;
- Information services available to the public (including computerized services and search files contained in libraries remote from your Office and patent information posted by your Office on the World Wide Web);
- URLs of the Web pages of the Office's website for electronic filing of patent applications:
- URLs of Web pages of the Office's website that provide information on business procedures such as: filing, publication, examination and grant procedures related to patents; opposition and appeal procedures related to patents; etc;
- URLs of Web pages of the Office's website that provide a description of information products and services offered by the Office (e.g., patent search service(s), patent databases, etc.), as well as information on how to access and utilize them.

VII. Matters concerning mutual exchange of patent documentation and information

- International or regional cooperation in the exchange of machine-readable information, e.g., bibliographic data, abstract and/or full text information;
- Medium used for exchange of priority documents;
- Medium allowed for filing applications;
- Implementation of the Statement of Principles Concerning the Changeover to Electronic Data Carriers for the Exchange of Patent Documents³ (please provide a status report on the extent to which your Office has changed over to electronic data carriers for the exchange of patent documents).

VIII. Other relevant matters concerning education and training in, and promotion of, the use of patent information, including technical assistance to developing countries (please indicate URLs of Web pages of the Office's website wherever appropriate)

- Training courses for national and foreign participants, use of audiovisual means;
- Assistance to developing countries (sending consultants and experts, receiving trainees from developing countries, etc.);
- Promotional activities (seminars, exhibitions, visits, advertising, etc.);
- Studies to identify trends in new technology, e.g., by the use of patent statistics, preparation of monographs, etc.;
- Assistance furnished by offices to facilitate the changing over of receiving offices to electronic data carriers for the exchange of patent documents (see also sub-item 4 of item VI, above).

Main patent and industrial property information magazines/journals published in the country or region of the Office.

³ See WIPO *Handbook on Industrial Property Information and Documentation* CD-ROM, part 8.4

IX. Other general information related to the Office that is available on the Internet

- URLs of Web pages of the Office's website that:
 - provide information on legislation related to patents;
 - contain the Annual Report of the Office;
 - if necessary, provide further information related to the topics referred to in the current ATR;
 - provide open source codes related to patent information systems;
 - contain patent-related news regarding the Office.

X. Other relevant matters

[Annex II follows]

ANNEX II

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON
TRADEMARK INFORMATION ACTIVITIES

Where URLs are requested below, it is preferred that either URLs which are likely to remain stable over time (three years or more) are provided, or home (main) page URLs are provided with a short explanation of how to access the corresponding information. The Annual Technical Reports on Trademark Information Activities should cover the following items:

I. Evolution of registration activities

- Changes experienced in terms of application filings and registrations with respect to the previous year;
- Trends or areas experiencing rapid changes with respect to the previous year;
- URLs of Web pages of the Office's website that provide statistics related to trademarks.

II. Matters concerning the generation, reproduction, and distribution of secondary sources of trademark information, i.e., trademark gazettes

- Publishing, printing, copying techniques;
- Main types of announcements of the Office in the field of trademark information;
- Mass storage media and microforms used;
- Word processing and office automation;
- Techniques used for the generation of trademark information (printing, recording, photocomposing, etc.);
- URLs of Web pages of the Office's website that provide access to online trademark gazettes and other sources of trademark information, including download of bulk trademark data.

III. Matters concerning classifying, reclassifying and indexing of trademark information

- Classification, preclassification¹ (if applicable), and reclassification activities; Classification systems used, e.g., International Classification of Goods and Services for the Purposes of the Registration of Marks (Nice Classification), International

¹ Preclassification is allotting an initial classification symbol to a trademark application, using human and/or automated means, before substantive examination takes place (e.g. search or examination). Usually preclassification is applied by the administration of an Office for internal administrative purposes (e.g. routing an application to the appropriate examiner).

Classification of the Figurative Elements of Marks (Vienna Classification), other classification (please indicate whether goods and services for the registration of marks and whether the figurative elements of marks are classified by your Office and, if so, which classification(s) is (are) used);

- Use of electronic classification systems to check the classification symbols furnished by an applicant and which are contained in the lists of goods and/or services;
- Obligation for applicants to use pre-defined terms of the classification applied;
- Bibliographic data and processing.

IV. Trademark manual search file establishment and upkeep

- File building;
- Updating;
- Storage, including mass storage media;
- Documentation from other offices maintained and/or considered part of the available search file.

V. Activities in the field of computerized trademark search systems

- In-house systems (online/offline);
- External databases;
- Administrative management systems (e.g., register, legal status, statistics, administrative support, etc.);
- Equipment used (hardware, including the types of terminal and network used, and software), carriers used.

VI. Administration of trademark services available to the public (relating to facilities, e.g., for lodging applications, registering trademarks, assisting clients with search procedures, obtaining official publications and registry extracts)

- Planning, administration, automation, security;
- Collection management, preservation;
- Information services available to the public (including computerized services and search files contained in libraries remote from your Office and trademark information posted by your Office on the World Wide Web).
- URLs of the Web pages of the Office's website for electronic filing of trademark applications;
- URLs of Web pages of the Office's website that provide information on business procedures such as: filing, publication, examination and registration procedures related to trademarks; opposition and appeal procedures related to trademarks; etc;

- URLs of Web pages of the Office's website that provide a description of information products and services offered by the Office (e.g., trademark search service(s), trademark databases, etc.), as well as information on how to access and utilize them.

VII. Matters concerning mutual exchange of trademark documentation and information

- International or regional cooperation in the exchange of trademark information, e.g., in the form of official gazettes;
- Exchange of machine-readable information.

VIII. Matters concerning education and training including technical assistance to developing countries (please indicate URLs of Web pages of the Office's website wherever appropriate)

- Promotional activities (seminars, exhibitions, visits, advertising, etc.);
- Training courses for national and foreign participants;
- Assistance to developing countries (sending consultants and experts, receiving trainees from developing countries, etc.).
- *Main trademark and industrial property information magazines/journals published in the country or region of the Office.*

IX. Other general information related to the Office that is available on the Internet

- URLs of Web pages of the Office's website that:
 - provide information on legislation related to trademarks;
 - that contain the Annual Report of the Office;
 - if necessary, provide further information related to the topics referred to in the current ATR;
 - provide open source codes related to trademark information systems;
 - contain trademark-related news regarding the Office.

X. Other relevant matters

[Annex III follows]

ANNEX III

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON
INDUSTRIAL DESIGN INFORMATION ACTIVITIES

Where URLs are requested below, it is preferred that either URLs which are likely to remain stable over time (three years or more) are provided, or home (main) page URLs are provided with a short explanation of how to access the corresponding information. The Annual Technical Reports on Industrial Design Information Activities should cover the following items:¹

I. Evolution of registration activities

- Changes experienced in terms of application filings and grants (registrations) with respect to the previous year;
- Trends or areas experiencing rapid changes with respect to the previous year;
- URLs of Web pages of the Office's website that provide statistics related to industrial designs.

II. Matters concerning the generation, reproduction, and distribution of industrial design documents and of secondary sources of industrial design information, i.e., official gazettes

- Publishing, including printing, copying techniques and electronic printing;
- Main types of announcements of the Office in the field of industrial design information;
- Mass storage media and microforms used;
- Databases and office automation;
- URLs of Web pages of the Office's website that provide access to online industrial design gazettes and other sources of industrial design information, including download of bulk industrial design data.

¹ - The expression "industrial design" covers designs and models.
- Offices which issue design patents should report their design patent information activities in this series of Annual Technical Reports.

III. Matters concerning classifying, reclassifying and indexing of industrial design information according to the classification systems applied

- Classification preclassification² (if applicable), and reclassification activities; Classification system used, e.g., International Classification for Industrial Designs (Locarno Classification), other classification (please indicate whether industrial designs are classified by your Office and, if so, which classification is used);
- Bibliographic data and processing for.

IV. Search file establishment and upkeep

- File building;
- Updating;
- Storage, including mass storage media;
- Documentation from other offices maintained and/or considered part of the available search file.

V. Activities in the field of computerized search systems for industrial designs

- In-house systems (online/offline);
- External databases;
- Administrative management systems (e.g., register, legal status, statistics, administrative support, etc.);
- Equipment used (hardware, including the types of terminal and network used, and software), data carriers used.

²—Preclassification is allotting an initial classification symbol to a industrial design application, using human and/or automated means, before substantive examination takes place (e.g. search or examination). Usually preclassification is applied by the administration of an Office for internal administrative purposes (e.g. routing an application to the appropriate examiner).

VI. Administration of industrial design information products and services available to the public (relating to facilities, e.g., for lodging applications, registering designs, assisting clients with search procedures, obtaining official publications and registry extracts)

- Planning, administration, automation, security;
- Collection management, preservation;
- Information services available to the public (including computerized services and search files contained in libraries remote from your Office and industrial design information posted by your Office on the World Wide Web);
- URLs of the Web pages of the Office's website for electronic filing of industrial design applications:
- URLs of Web pages of the Office's website that provide information on business procedures such as: filing, publication, examination and registration procedures related to industrial designs; opposition and appeal procedures related to industrial designs, etc;
- URLs of Web pages of the Office's website that provide a description of information products and services offered by the Office (e.g., industrial design search service(s), industrial design databases, etc.), as well as information on how to access and utilize them.

VII. Matters concerning mutual exchange of industrial design documentation and information

- International or regional cooperation in the exchange of industrial design information, e.g., in the form of official gazettes;
- Exchange of machine-readable information, e.g., data contained on CD-ROM or magnetic tape.

VIII. Matters concerning education and training, including technical assistance to developing countries (please indicate URLs of Web pages of the Office's website wherever appropriate)

- Promotional activities (seminars, exhibitions, visits, advertising, etc.);
- Training courses for national and foreign participants;
- Assistance to developing countries (sending consultants and experts, receiving trainees from developing countries, etc.).

Main industrial design and industrial property information magazines/journals published in the country or region of the Office.

IX. Other general information related to the Office that is available on the Internet

- URLs of Web pages of the Office's website that:
 - provide information on legislation related to industrial designs;
 - contain the Annual Report of the Office;
 - if necessary, provide further information related to the topics referred to in the current ATR;
 - provide open source codes related to industrial design information systems;
 - contain industrial design-related news regarding the Office.

X. Other relevant matters

[End of Annex III and of document]