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**ORGANISATION MONDIALE
DE LA PROPRIÉTÉ INTELLECTUELLE**

المنظمة العالمية للملكية الفكرية

**ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ**

C. SCIT 2435
06

March 15, 1999

Re: Task No. 18 of the SCIT Work Program:
Annual Technical Reports on Industrial Design Information Activities
in 1998

Madam,
Sir,

I should like to invite your Office to send an Annual Technical Report on its industrial design information activities in 1998. The structure of the report should conform to that given in the Annex to this Circular.

Please include in the said Annual Technical Report any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning industrial designs.

As the International Bureau intends to publish the Annual Technical Reports on the SCIT area of the WIPO Web site, you are kindly requested to submit your Annual Technical Report in electronic form, e.g., on floppy disk or by e-mail to the following address: scit.mail@wipo.int. Please indicate the number of this Circular in your reply.

It would be appreciated if you could send to the International Bureau the Annual Technical Report not later than May 31, 1999.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'K.-P. Wittig', is written over a light blue circular stamp.

K.-P. Wittig
Deputy Director

Inter-Office Information Services Department

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON INDUSTRIAL DESIGN INFORMATION ACTIVITIES¹

The Annual Technical Report on industrial design information activities should cover the following items:

- 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.

- 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.

- III. Matters concerning classifying, reclassifying and indexing of industrial design information according to the classification systems applied:
 - Classification 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 search purposes.

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.

IV. Search file establishment and upkeep:

- File building;
- Updating;
- Storage, including mass storage media and microforms;
- 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.

VI. Administration of industrial design 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).

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:

- 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.).

IX. Other relevant matters.

[End of Annex and of Circular]