



C. SCIT 2531  
06

March 28, 2001

Re: Task No. 24 of the SCIT Work Program:  
Annual Technical Reports on Patent Information Activities in 2000

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Madam,  
Sir,

I should like to invite your Office to send an Annual Technical Report on its Patent Information Activities in the year 2000. The recommended contents of the report are given in the Annex to this Circular. An “electronic report form,” containing the said recommended contents of the report (in Word 6.0/95 format), has been sent to your Office along with the electronic copy of this Circular. The electronic report form can also be downloaded from WIPO’s web site (<http://www.wipo.int/scit/en/mailbox/mastcirc.htm>). For any questions concerning the completion of the electronic report form, please contact Mr. López Solanas at the following e-mail address: [angel.lopezsolanas@wipo.int](mailto:angel.lopezsolanas@wipo.int).

The International Bureau will publish the Annual Technical Reports for 2000 in the SCIT area of WIPO’s web site (<http://www.wipo.int/scit/en/atrs>), where you can also find the Annual Technical Reports for the previous two years.

In order to facilitate the publication of the Annual Technical Reports on WIPO’s web site, you are invited to use the above-mentioned electronic report form, filling in the pertinent information under each item mentioned in the recommended contents that is relevant to your Office. You may delete any items that do not apply to your Office. Please also fill in the name and two-letter code of your country or organization on the cover page.

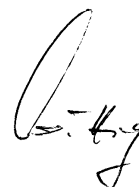
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Please include in the said Annual Technical Report any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning patents and utility models.

You are kindly requested to submit your Annual Technical Report by e-mail to the following address: *scit.mail@wipo.int*, or by floppy disk if your Office does not have e-mail facilities. Please do *not* submit a paper copy of the report (unless you are unable to send the report by e-mail or floppy disk).

It would be appreciated if you could send the Annual Technical Report to the International Bureau not later than May 31, 2001. Please indicate the number of this Circular in your reply.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'K. Wittig', is positioned above the typed name.

Klaus-Peter Wittig  
Deputy Director  
Standards and Documentation Service