C. SCIT 2575
06

July 9, 2003

Re: Task No. 24 of the SCIT Standards and Documentation
Working Group Work Program:
Annual Technical Reports on Patent Information Activities in 2002

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Madam,
Sir,

I would like to invite your Office to send an Annual Technical Report (ATR) on its Patent Information Activities in the year 2002. Attached to this Circular, as Annex I, is a list of the Recommended Contents of the ATRs on Patent Information Activities.

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In order to facilitate the publication of the Annual Technical Reports on WIPO's web site, you are invited for the first time to use the new online ATR Management System which is now available from the ATR area of WIPO's web site, at *http://www.wipo.int/scit/en/atrs*. Annex II to this Circular contains Guidelines for Preparing the ATRs using the ATR Management System, and Annex III to this Circular contains screen shots which accompany the Guidelines.

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To obtain the necessary access rights to the ATR Management System, the person responsible for the preparation and submission of the ATR is kindly requested to send an e-mail to the following address: *ATRaccess.mail@wipo.int*. The "Subject" box of the e-mail should contain only your country/organization name together with the word "patents" (e.g., Subject: Canada, patents). The name of the person sending the e-mail, along with his/her e-mail address and the name of the industrial property office or organization, should be given in the "Message" box. No other text is necessary in either the Subject or Message boxes. The International Bureau will reply to these messages providing the sender with the user name and password combination enabling access to the online ATR Management System form on patent information activities.

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Please note that once you have submitted the ATR using the
ATR Management System, it can only be corrected or deleted if you send an
e-mail to the following e-mail address: *ATR.mail@wipo.int*, requesting access to
your report. The International Bureau will review the status of your submitted
report and provide you with access to it again. The new version of the ATR that
you submit will replace the ATR which was formerly submitted.

Any questions or other feedback you might have concerning the use of the
ATR Management System should be forwarded to the following e-mail address:
ATR.mail@wipo.int.

If your Office does not have Internet facilities, please send an e-mail to the
following address: *ATR.mail@wipo.int*, or send a facsimile
(No.: +41 22 734 6392), in order to request a copy of the electronic ATR form
on diskette, which would enable you to prepare and submit the ATR. You are
kindly requested *not* to submit a paper copy of the report (unless you are unable
to send the report by Internet, e-mail or floppy disk).

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.

As in past years the International Bureau will provide access to the
completed Annual Technical Reports for 2002 in the ATR area of WIPO's web
site (*http://www.wipo.int/scit/en/atrs)*, where access to the Annual Technical
Reports for the previous four years is also available.

It would be appreciated if you could send the Annual Technical Report to
the International Bureau not later than September 15, 2003, indicating the
number of this Circular in any correspondence concerning ATRs that your Office
addresses to the International Bureau.

Sincerely yours,

Allan Roach
Chief Information Officer and
Director, IT Projects Division

RECOMMENDED CONTENTS OF
ANNUAL TECHNICAL REPORT ON PATENT INFORMATION ACTIVITIES

The Annual Technical Report 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.

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, etc.).

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

–   Abstracting, reviewing, translating;
–   Classification 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 for search purposes.

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[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.

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 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;
   –   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).

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 Documents[2] (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).

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[2]   See WIPO *Handbook on Industrial Property Information and Documentation* CD-ROM, Part 8.4.

VIII. Other relevant matters concerning education and training in, and promotion of, the use of patent information, including technical assistance to developing countries:

- 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 4th item of paragraph VI, above).

IX. Other relevant matters.

[Annex II follows]

GUIDELINES FOR PREPARING ANNUAL TECHNICAL REPORTS (ATRs)

I. REQUESTING ACCESS TO THE ATR MANAGEMENT SYSTEM

1.   To obtain the necessary access rights to the ATR Management System, the person responsible for the preparation and submission of the ATR is requested to first send an e-mail to the following address: *ATRaccess.mail@wipo.int*. The "Subject" box of the e-mail should contain only your country or organization name and the ATR modality (i.e, patents, trademarks, or industrial designs), e.g., Subject: Canada, patents. The name of the person sending the e-mail, along with his/her e-mail address, and the name of the industrial property office or organization, should be given in the "Message" box. No other text is necessary in either the Subject or Message boxes. The contact information that you provide will not be available to third parties, but only to the International Bureau in order for us to contact the person responsible for the ATR, in case of need.

✔ *NOTE*: A separate e-mail must be sent for each ATR modality.

The International Bureau will reply to these messages providing the sender with the user name and password combination to access the corresponding online ATR form.

✔ *NOTE*: If you lose your password, you must request a new one, following the procedure indicated in paragraph 1, above. The same applies if a new person from your Office becomes responsible for filling out the ATR.

II. LOGIN PROCEDURES

2.   The ATR Management System is accessible from the ATR area of WIPO's web site via Internet Explorer only, at *http://www.wipo.int/scit/en/atrs*. [See Screen Shot No. 1.]

3.   Click on "Create Annual Technical Reports." In the log-in window, enter your user name and password, respecting upper and lower case letters. Please be advised that you are provided with one user name and password for each type of report (Patents, Trademarks, Industrial designs). Click on "ok."

✔ *NOTE*: You will be permitted three attempts to login. Then the browser must be closed and reopened.

✔ *NOTE*: The French and Spanish language options appearing at the top right hand corner of the screen are not available at this time.

4.   Select the language (English, French or Spanish) in which your report is to be submitted and click on "Submit." The ATR Form will be displayed. [See Screen Shot No. 2.]

III. ENTERING DATA

5.   On the ATR form, click on the item and/or sub-item for which you have comments. Fill in the contents box. [See Screen Shot No. 3.]

✔ *NOTE***:** Concerning the actual contents of the ATR, it is up to each office to decide on the specific contents of its ATR; for example, the Office can decide to report everything under the main item of each section or only under the sub-items of each section, but the office can also report under both the main item of the section and under the sub-items. In regards to the contents of a particular item or sub-item, it would be preferable if your Office could avoid using such expressions as "No change since last year," and, instead, copy the information for the item or sub-item from last year's ATR into the contents box of the item or sub-item for this year's ATR.

6.   To attach a document under a particular item or sub-item, follow these instructions :

        (a)   Click on the "Browse" button.

        (b)   Select the file in your directory that you wish to attach and click on "Open" in the "Choose file" window. [See Screen Shot No. 4.]

        (c)   Then, if desired, give a brief file description.

        (d)   To add *several* attachments to the same item or sub-item, click on the said item or sub-item and follow steps (a), (b) and (c), above.

✔ *NOTE***:** You should avoid typing the entire Annual Technical Report as a Word document and then attaching that document to an item or sub-item.

✔ *NOTE***:** The contents box must be filled in to include an attachment.

✔ *NOTE***:** You must use the "Browse" function to add any document (such as MS Word, Excel, pdf, etc.) as an attachment, i.e., you cannot "paste" a table in the contents box.

✔ *NOTE***:** There is a file size limitation of 3MB.

7.   When you have completed this item or sub-item, click on the "Submit" button. You will then return to the main page and will notice that a check mark (✔) appears at the left of the item or sub-item indicating that information has been entered for that particular item or sub-item. [See Screen Shot No. 5.]

8.   Repeat this procedure for all the other items or sub-items you wish to give information for.

9.   If you need to exit the system prior to submitting the ATR, you simply close the application and re-log at a later time. No data will be lost.

IV. EDITING AN ITEM OR SUB-ITEM

10.   Editing text in the contents box:

    When you wish to change, update, delete, or make a correction in the text of the contents box, please select the appropriate checked item or sub-item. Make the necessary correction and click on the "Submit" button. Please note that, if necessary, you can delete *all* of the text in the contents box by highlighting the entire text and pressing "Delete" on your keyboard.

11.   Changing an attached document:

    (a)   If you wish to check the contents of an attachment, click on the item or sub-item you wish to check and then click on the name of the attached document. A window "File Download" will open and you will have the option of opening or saving your document.

    (b)   If you would you like to delete an attached document, please click on "(Remove)" which appears to the right of the file name.

V. PRINTING AND/OR REVIEWING THE ATR

12.   To print and/or review the ATR, simply click on "Click here to print and/or review your ATR" which appears after the last item (IX.) of the ATR. [See Screen Shot No. 6.] The ATR will be displayed in a new browser window. [See Screen Shot No. 7.] Click on the "Print" button or select "File/Print." The printout will contain the contents of each item and only those sub-items which were filled in. The name of any attached document will also appear in the printout. Click on the file name of the attachment to view and print it.

VI. SUBMITTING THE ATR

13.   If you wish to complete your ATR in more than one language, you should submit all language versions *simultaneously*. After completing your ATR in one language, click on "ATR Form" in the left menu and select the new language in which you wish to submit the report (repeat the same procedure for any additional language versions).

14.   When you have finished completing the appropriate items and sub-items of your Annual Technical Report(s), click on "Click here to submit your ATR" just below the title of the ATR. [See Screen Shot No. 8.] *All* reports will be submitted simultaneously to the International Bureau.

✔ *NOTE:* After submission, you will no longer be able to make changes in your report.

VII. PROCEDURES AFTER SUBMISSION

15.   After you have submitted the ATR, the International Bureau will have *automatic* access to it and will make it available on the Internet by providing general read-only access to the information contained therein.

✔ *NOTE***:** After submission, please DO NOT send an e-mail to the International Bureau informing that your report has been submitted.

16.   If you would like to make changes in your report after having submitted it, please send an e-mail to the following e-mail address: *ATR.mail@wipo.int*, requesting access to your report. The International Bureau will then review the status of your report and provide you access to it again. The new version of the ATR that you submit to WIPO will replace the ATR that was formerly submitted.

[Annex III follows]

SCREEN SHOT No. 1

SCREEN SHOT No. 2

SCREEN SHOT No. 3

SCREEN SHOT No. 4

SCREEN SHOT No. 5
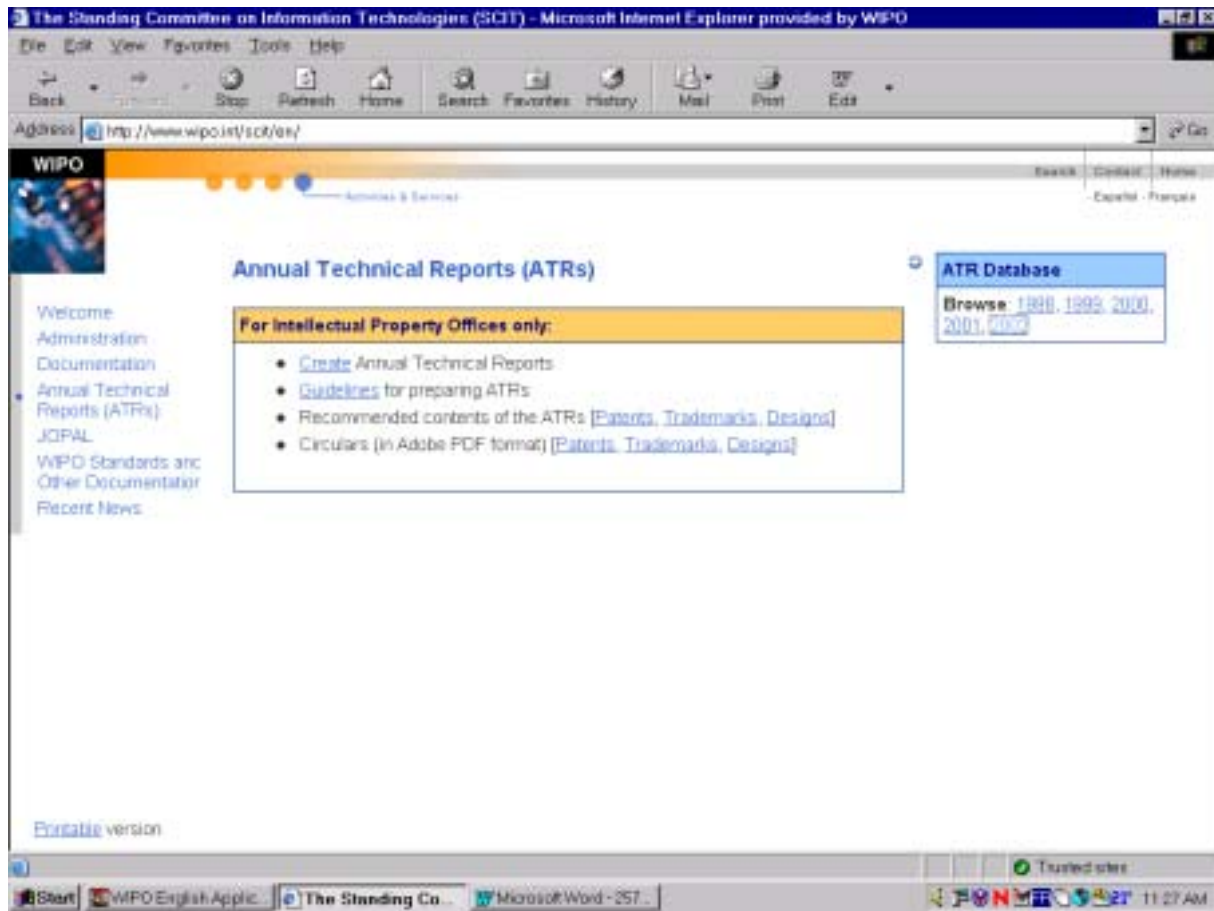
SCREEN SHOT No. 6

SCREEN SHOT No. 7

Annual Technical Report 2002 on Patent Information Activities submitted by Antigua y Barbuda (SCIT/ATR/PI/2002/AG)

I. Evolution of patent activities

II. Matters concerning the generation, reproduction, distribution and use of primary and secondary sources of patent information
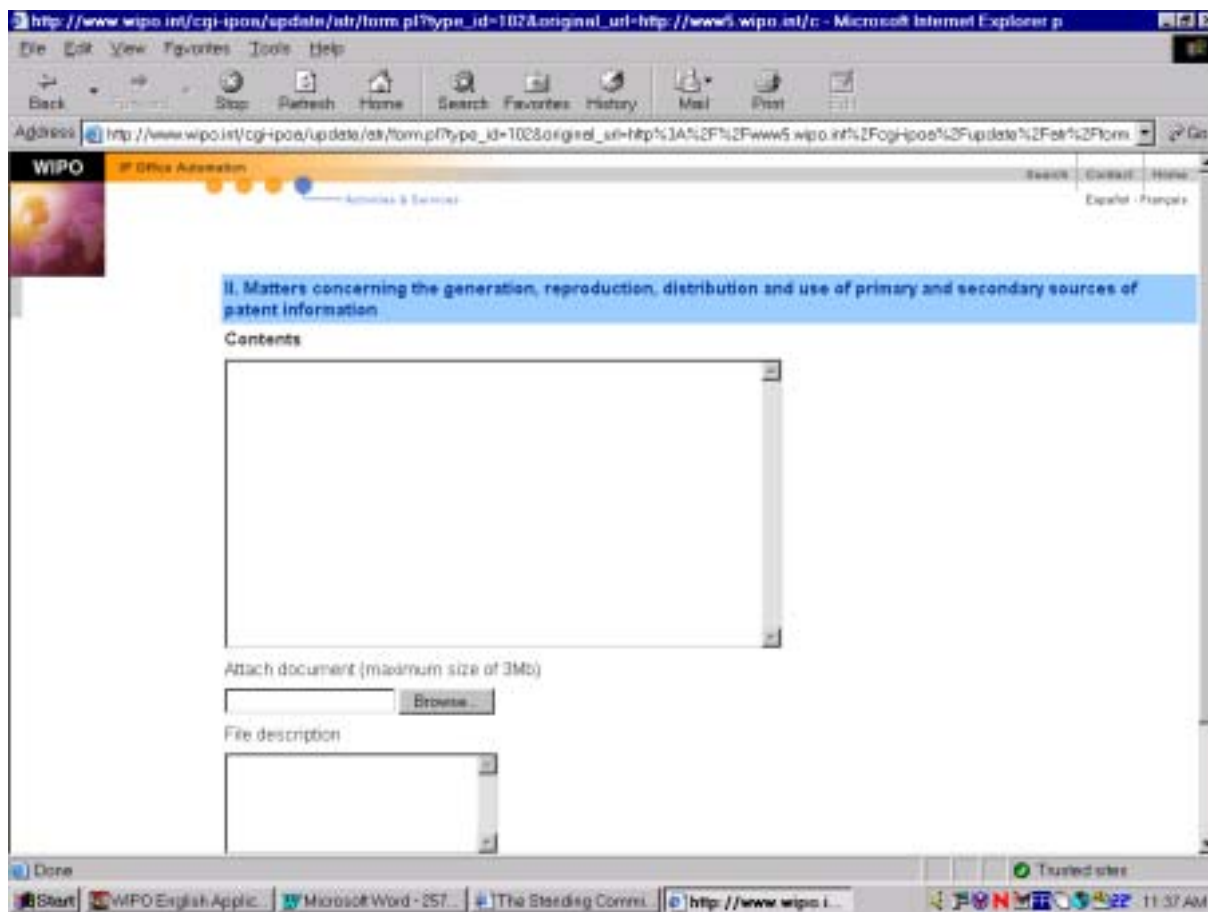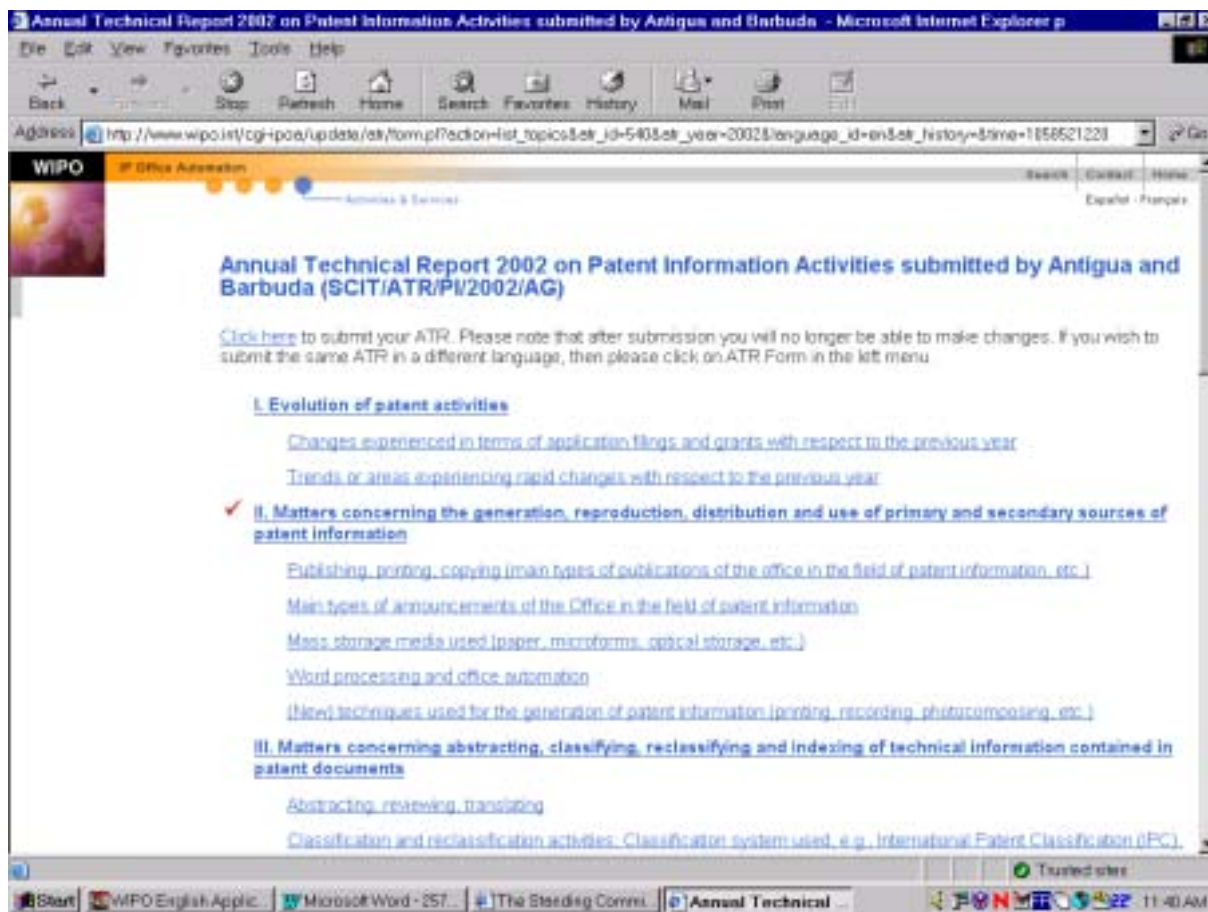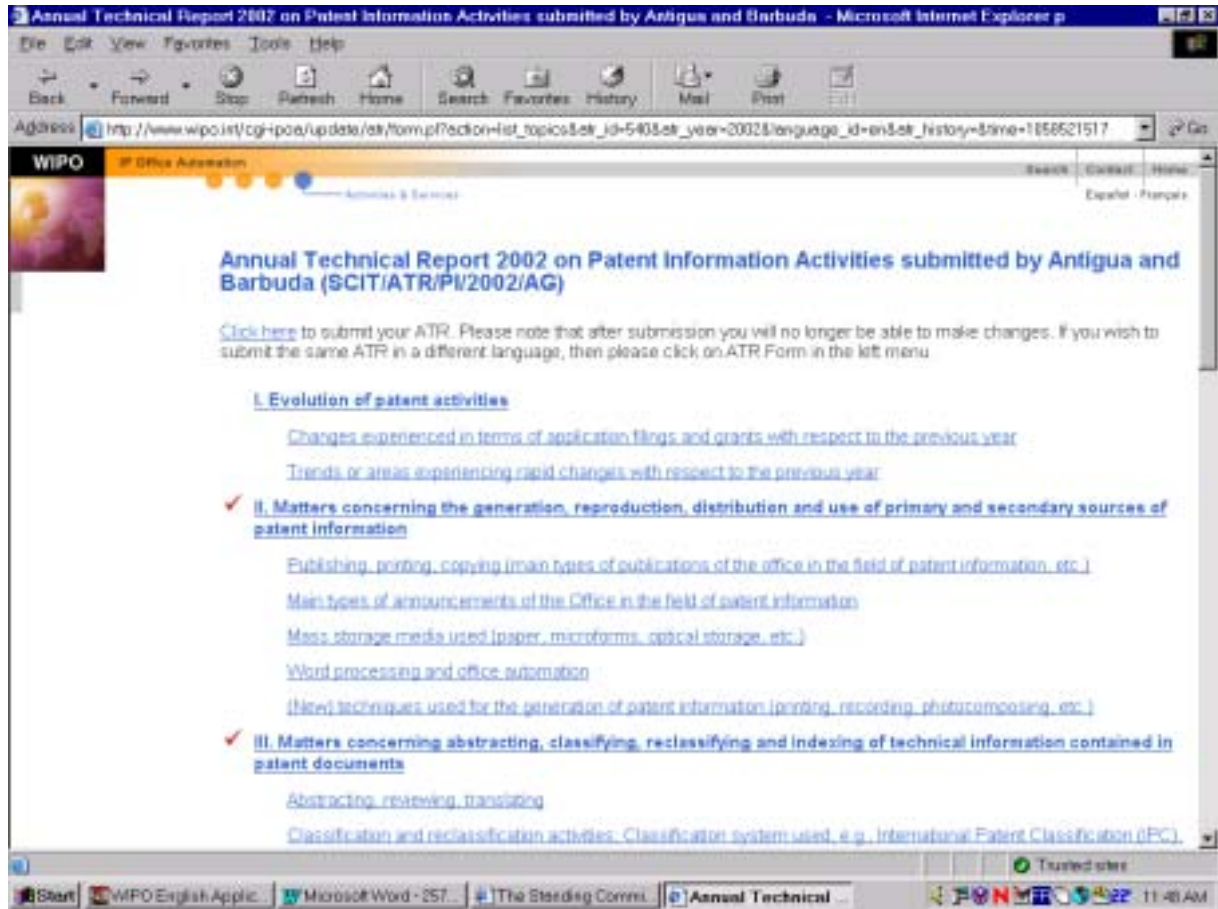
Here is a description of the contents for this item.

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

Here is some text to describe the contents of this item

IV. Search file establishment and upkeep

Here is some text to describe the contents of this item.

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

External databases

Here is the text to describe the contents of this sub-item.

Administrative management systems (e.g., register, legal status, statistics, administrative support, etc.)

SCREEN SHOT No. 8

[End of Annex III and of Circular]