

WORLD INTELLECTUAL PROPERTY  
ORGANIZATION

世界知识产权组织

ORGANIZACION MUNDIAL  
DE LA PROPIEDAD INTELECTUAL



ORGANISATION MONDIALE  
DE LA PROPRIÉTÉ INTELLECTUELLE

المنظمة العالمية للملكية الفكرية

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ  
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ

C. SCIT 2597  
06

August 5, 2004

Re: Task No. 24 of the SCIT Standards and Documentation  
Working Group Work Program:  
Annual Technical Reports on Trademark Information Activities in 2003

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Madam,  
Sir,

I would like to invite your Office to send an Annual Technical Report (ATR) on its Trademark Information Activities in the year 2003.

In order to facilitate the publication of the Annual Technical Reports on WIPO's website, you are invited, as last year, to use the online ATR Management System which is available from the ATR area of WIPO's website, at <http://www.wipo.int/scit/en/atrs>. On that site, you will find a list of the Recommended Contents of the ATRs on Trademark Information Activities, as well as Guidelines for Preparing the ATRs using the ATR Management System.

To access the ATR Management System, please use the user name and password combination that was sent to your Office by the International Bureau last year for the preparation of your Annual Technical Report for 2002. If you have lost the said user name and password, or if you did not request a user name and password last year, you must request the necessary access rights to the ATR Management System. To obtain these rights, 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](mailto:ATRaccess.mail@wipo.int). The "Subject" box of the e-mail should contain only your country/organization name together with the word "trademarks" (e.g., Subject: Canada, trademarks). 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.

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No other text is necessary in either the Subject or Message box. The International Bureau will reply to these messages providing the sender with the user name and password combination enabling him/her to access the online ATR Management System form on trademark information activities. You are kindly requested to keep this user name and password combination for use in preparing your Annual Technical Report next year.

When preparing the Annual Technical Report, please include any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning trademarks.

Please note that once you have submitted the ATR using the ATR Management System, it can be corrected or deleted only 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 access to it again. The new version of the ATR that you submit will replace the ATR which was formerly submitted.

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 22 338 7210), 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).

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*.

As in past years the International Bureau will provide access to the completed Annual Technical Reports for 2003 in the ATR area of WIPO's website (<http://www.wipo.int/scit/en/atrs>), where access to the Annual Technical Reports for the previous five years is also available.

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It would be appreciated if you could send the Annual Technical Report to the International Bureau not later than September 30, 2004, indicating the number of this Circular in any correspondence concerning ATRs that your Office addresses to the International Bureau.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Neil Wilson', with a stylized flourish at the end.

Neil Wilson  
Acting Chief Information Officer