

**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 2610
-06

May 27, 2005

Re: Task No. 24 of the SCIT Standards and Documentation
Working Group Work Program:
Annual Technical Reports on Patent Information Activities in 2004

Madam,
Sir,

I would like to invite your Office to send to the International Bureau an Annual Technical Report (ATR) on its Patent Information Activities in the year 2004.

In order to facilitate the publication of the Annual Technical Reports on WIPO's website, you are invited 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 Patent 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 2003. In case you did not request a user name and password last year or your user name and password are no longer available, 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. 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" box. The International Bureau will reply to these messages by providing the sender with the user name and password combination enabling him/her to access the online ATR Management System form on patent information activities. You are kindly requested to keep this user name and password combination for use in preparing your Annual Technical Report next year.

In preparing the 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, will be appreciated.

In case 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 2004 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 six years is also available.

It would be appreciated if you could send the Annual Technical Report to the International Bureau not later than July 22, 2005.

Sincerely yours,



Neil Wilson
Director and Chief Information Officer