

**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 2644
-03

November 15, 2007

Re: Questionnaire on codes used for internal purposes or individual use

Madam,
Sir,

At its eighth session, held from March 19 to 22, 2007, the Standards and Documentation Working Group (SDWG) of the Standing Committee on Information Technologies (SCIT) requested the International Bureau to undertake a survey of the practices in industrial property offices regarding codes used for internal purposes or individual use. The results of the survey would be published in the WIPO *Handbook on Industrial Property Information and Documentation*, (see paragraph 36 of document SCIT/SDWG/8/14).

Accordingly, the International Bureau would appreciate your cooperation in completing the questionnaire that can be downloaded from the WIPO website at <http://www.wipo.int/scit/en/mailbox/mastcirc.htm>. You are kindly requested to submit the completed questionnaire by e-mail. If you are unable to do so, please use the attached paper version. It should be noted that the questionnaire is presented in two files, a MS Word file providing an introduction and indicative examples, and a MS Excel file providing the tables to be completed.

It would be appreciated if the questionnaire could be returned to the International Bureau, by e-mail, to scit.mail@wipo.int, or by post, by December 31, 2007.

Yours sincerely,

A handwritten signature in green ink, appearing to read 'Francis Gurry', written over a light blue rectangular background.

Francis Gurry
Deputy Director General

Enclosure: Questionnaire