

C. CWS 169

February 17, 2023

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Re: Request for IPOs to provide their Authority Files

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Madam,  
Sir,

At its eighth session, held in 2020, the Committee on WIPO Standards (CWS) requested that the Secretariat issue an annual Circular inviting Intellectual Property Offices (IPOs) to provide the International Bureau with updates to their authority file data, by the deadline of March 1 each year.

IPOs are hereby invited to provide any updates to their existing [WIPO Standard ST.37](#)-compliant authority files, or alternatively any updates to the date coverage range or update frequency if they host their own authority files.

IPOs, which have not previously provided their authority file, are also encouraged to provide their authority file data for the first time. In this instance, an IPO must provide at the same time information regarding the date range for which the authority file is valid and any remarks regarding the frequency of the update that will be provided by the Office. Although a definition file is not mandatory, it is useful for IPOs to also provide this file to support the use of the authority file. An example is provided as Annex I of WIPO Standard ST.37.

A set of guidelines on the production of authority files are available on the WIPO website (in [English](#), [French](#) and [Spanish](#)). Should an IPO require technical assistance in this regard, please contact the International Bureau.

It is recommended that IPOs host their own authority file and provide to the International Bureau a URL link for publication on the [WIPO Authority File Portal](#). If the IPO prefers that the International Bureau hosts its authority file, then please contact the International Bureau for further instructions on means to provide it.

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Should your Office have any questions, please contact the International Bureau at [standards@wipo.int](mailto:standards@wipo.int) before March 1, 2023. It would be greatly appreciated if the number of this Circular could be quoted as a reference in all correspondence.

Yours sincerely,



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