

C. PCT 1665

March 1, 2024

Madam,  
Sir,

I have the pleasure to invite your Office, in its capacity as an International Searching Authority (ISA) under the Patent Cooperation Treaty (PCT), to the seventh meeting of the PCT Minimum Documentation Task Force (the “Task Force”). The meeting will take place by videoconference using Microsoft Teams from Monday, April 22 to Friday, April 26, 2024, from 1 to 3 p.m. (Central European Summer Time) each day.

The working language for this meeting will be English. The draft agenda, prepared by the European Patent Office (EPO) as Task Force leader, is available on the PCT Minimum Documentation Task Force wiki discussion forum. The agenda focuses on the preparations required for the timely implementation of the revised legal framework that will govern the PCT minimum documentation as of 2026. For further information, see document PCT/WG/17/16 discussed at the seventeenth session of the PCT Working Group that took place from February 19 to 21, 2024.

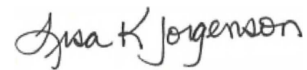
I invite your Office to make a brief presentation at the meeting of its preparation plans for the implementation of the new patent documentation requirements. If your Office wishes to present a PowerPoint document, you are invited to share the PowerPoint slides with the EPO by April 7, 2024, either by e-mail to [international\\_pct\\_affairs@epo.org](mailto:international_pct_affairs@epo.org), or by posting it on the discussion forum. If you require access to the forum, please send an email to [pct.mia@wipo.int](mailto:pct.mia@wipo.int).

You will need to receive an electronic invitation to participate in the meeting. To receive this invitation, you are invited to send the names, titles and e-mail addresses of the

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representative(s) of your Office attending the meeting to the EPO by e-mail to [international\\_pct\\_affairs@epo.org](mailto:international_pct_affairs@epo.org) by March 31, 2024. If your Office would like to test the functioning of Microsoft Teams with the EPO before the meeting, please indicate this when you communicate the details of the participants from your Office.

Yours sincerely,

A handwritten signature in black ink that reads "Lisa Jorgenson". The signature is written in a cursive style with a large initial "L" and "J".

Lisa Jorgenson  
Deputy Director General  
Patents and Technology Sector