# TENTATIVE WORK PLAN FOR UPDATING SURVEYS PUBLISHED IN PART 7 OF THE WIPO HANDBOOK

Annex II contains the proposal on the tentative work plan for the task on the continuous maintenance and update of Part 7 of the WIPO Handbook. Actions proposed for each survey are indicated in Annex I to the present document.

## PROPOSED ACTIONS LISTED BY SURVEY

### Part 7.1 “Representation of calendar dates”

* (CWS/6, 2018) create a task to prepare a questionnaire on the presentation of dates;
* (CWS/7, 2019) approve the questionnaire,  
  request the survey update; and
* (CWS/8, 2020) note survey results,  
  approve publication of the updated survey in the WIPO Handbook.

### Part 7.2.1 “Presentation of application numbers”

* (CWS/5, 2017) agree to move Part 7.2.1 to the Archive following the transfer of information to Parts 7.2.6 and 7.2.7.

### Part 7.2.2 “Survey of numbering systems used, or intended to be used, by industrial property offices with regard to applications, published documents and registered rights”

* (CWS/5, 2017) create a task to prepare a questionnaire on publication and registration numbers;
* (CWS/6, 2018) approve the questionnaire,  
  request that the survey be conducted; and
* (CWS/7, 2019) note the survey results,  
  approve publication of the new survey in the WIPO Handbook,  
  agree to move Part 7.2.2 to the Archive.

### Part 7.2.3 “Numbering systems and date formats introduced or planned to be applied with regard to the arrival of the year 2000”

* (CWS/8, 2020) agree to move Part 7.2.3 to the Archive following the update of Part 7.1.

### Part 7.2.4 “Survey on the presentation of priority application numbers”

* To be updated regularly;
* (CWS/5, 2017) announce the update of the survey to be carried out during the following year; and
* (CWS/6, 2018) note the amendments, if any,  
  approve publication of the updated survey in the WIPO Handbook.

### Part 7.2.5 “Survey on application numbering systems”

* No updates required so far. Eventual updates to be requested by the CWS.

### Part 7.2.6 “Numbering of applications and priority applications – Current practices” Part 7.2.7 “Numbering of applications and priority applications – Former practices”

* To be updated regularly;
* (CWS/4BIS, 2016) approve the questionnaire for Part 7.2.7,  
  request that the survey be conducted (Part 7.2.7);
* (after CWS/4BIS) incorporate relevant information from Parts 7.2.1, 7.2.2, 7.2.3; and
* (CWS/5, 2017) note the survey results (Part 7.2.7),  
  note the amendments (Part 7.2.6), if any,  
  approve publication of the surveys in the WIPO Handbook.

### Part 7.3 “Examples and kinds of patent documents”

* To be updated regularly;
* (CWS/6, 2018) announce the update of the survey to be carried out during the following year; and
* (CWS/7, 2019) note the amendments, if any,  
  approve publication of the updated survey in the WIPO Handbook.

### Part 7.4 “Correction procedures”

* No updates required so far. Eventual updates to be requested by the CWS.

### Part 7.5 “Physical characteristics of patent documents”

* (CWS/4BIS, 2016) agree to move Part 7.5 to the Archive.

### Part 7.6 “Survey of bibliographic information contained in patent gazettes …”

Depends on the decision taken at the CWS/4BIS:

Option 1

* + (CWS/7, 2019) create a task to review the questionnaire;
  + (CWS/8, 2020) approve the questionnaire,  
    request that the survey be conducted.

Option 2

* + (CWS/4BIS, 2016) agree to move Part 7.6 to the Archive.

### Part 7.7 “Survey on the grant and publication of “Supplementary Protection Certificates” …”

Depends on the decision taken at the CWS/4BIS:

Option 1

* + (CWS/4BIS, 2016) create a task to review the questionnaire;
  + (CWS/5, 2017) approve the questionnaire,  
    request that the survey be updated; and
  + (CWS/6, 2018) note the survey results,  
    approve publication of the updated survey in the WIPO Handbook.

Option 2

* + (CWS/4BIS, 2016) agree to move Part 7.7 to the Archive.

### Part 7.8 “Survey of filing procedures and filing requirements, as well as of examination methods and publication procedures, relating to industrial designs”

* (CWS/4BIS, 2016) agree to move Part 7.8 to the Archive.

### Part 7.9 “Survey concerning citation practices in industrial property offices”

* No updates required so far. Eventual updates to be requested by the CWS.

### Part 7.10 “Survey of practices in industrial property offices regarding codes used for internal purposes or individual use”

* No updates required so far. Eventual updates to be requested by the CWS.

### Part 7.11 “Survey on the implementation and promotion of WIPO Standard ST.22”

* No updates required so far. Eventual updates to be requested by the CWS.

## SCHEDULE OF PROPOSED ACTIONS

The table below contains visual and less detailed representation of the information provided in the list above:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | after  CWS/4BIS  2016 | After  CWS/5  2017 | after  CWS/6  2018 | after  CWS/7  2019 | after  CWS/8  2020 |
| Part 7.1 |  |  | Questionnaire | Update | Publication |
| Part 7.2.1 |  | Archiving |  |  |  |
| Part 7.2.2 |  | Questionnaire | Update | Publication |  |
| Part 7.2.3 |  |  |  |  | Archiving |
| Part 7.2.4 |  | Update | Publication |  |  |
| Part 7.2.5 | Eventual updates to be requested by the CWS in due course | | | | |
| Part 7.2.6 | Update | Publication |  |  |  |
| Part 7.2.7 | Preparation | Publication |  |  |  |
| Part 7.3 |  |  | Update | Publication |  |
| Part 7.4 | Eventual updates to be requested by the CWS in due course | | | | |
| Part 7.5 | Archiving |  |  |  |  |
| Part 7.6 | Depends on the decision taken at the CWS/4BIS: | | | | |
| Option 1 |  |  |  | Questionnaire | Update |
| Option 2 | Archiving |  |  |  |  |
| Part 7.7 | Depends on the decision taken at the CWS/4BIS: | | | | |
| Option 1 | Questionnaire | Update | Publication |  |  |
| Option 2 | Archiving |  |  |  |  |
| Part 7.8 | Archiving |  |  |  |  |
| Part 7.9 | Eventual updates to be requested by the CWS in due course | | | | |
| Part 7.10 | Eventual updates to be requested by the CWS in due course | | | | |
| Part 7.11 | Eventual updates to be requested by the CWS in due course | | | | |

## ACTIONS FOR THE YEAR 2016/2017 (FROM CWS/4BIS TO CWS/5)

* New Task Force on continuing maintenance of surveys published in Part 7 of the WIPO Handbook (Part 7 Task Force)
  + invite IPOs to nominate representatives to the Task Force,
  + set up a Wiki space,
  + grant access rights, etc.,
  + If the CWS agrees to keep Part 7.7 in the WIPO Handbook, review the questionnaire and present the proposal at CWS/5.
* Finalize Part 7.2.6 incorporating information contained in Parts 7.2.1, 7.2.2, 7.2.3, where possible
* Part 7.2.7 “Numbering of applications and priority applications – Former practices”
  + invite IPOs to respond to the questionnaire,
  + collect responses,
  + prepare Part 7.2.7 incorporating information contained in Parts 7.2.1, 7.2.2, 7.2.3, where possible, for consideration by the CWS
* Remove the reference to Part 7.3.3 from ST.16 (editorial change)
* Move Part 7.5 and Part 7.8 to the Archive and remove the reference to Part 7.5. from ST.10/D (editorial change)
* Depending on the decision of the CWS, move Parts 7.6 and 7.7 to the Archive.

[Annex III follows]