**DRAFT QUESTIONNAIRE ON OFFICE PRACTICES FOR DIGITAL TRANSFORMATION**

This survey pertains to handling (intake, processing, and publication) of certain Intellectual Property (IP) documents, particularly IP applications in full-text and other formats. It is intended to collect information on Intellectual Property Office (IPO) practices for digitalization to better inform revisions of existing WIPO Standards.

## INTAKE

## Q1. In what formats does your Office/Organization ingest applications? Please select all that apply.

PDF

XML in WIPO ST.96

XML in WIPO ST.36 / 66 / 86

Microsoft Word DOCX (free form, no template)

Common Application Format (CAF) – DOCX template

Paper

Fax

Other (specify)

# Q2. How does your Office/Organization capture markups (insertions, deletions) in amendments, corrections, and rectifications? Please select all that apply.

Applicant submits amendments with track changes to show insertions and deletions

Applicant submits amendments with underlines for insertions, and strikethroughs for deletions

Applicant submits clean copy of the amendments

Applicant submits new clean application documents, and Office uses a DOCX comparison tool to compare and markup changes, then a final copy is generated by the tool.

Applicant submits new clean application documents, and Office uses a DOCX comparison tool to compare and markup changes. Tracked change copy is generated, not a final copy. The new clean specifications filed by the applicant are the latest (final) version.

XML in WIPO ST.96

XML in WIPO ST.36 / 66 / 86

Other (specify)

## VALIDATIONS

Q3. Does your Office/Organization provide initial content-based validations to applicants prior to submission to reduce the number of formality non-compliances?

YES  NO

Q4. What does your Office/Organization validate prior to submission? Please select all that apply.

Missing required application parts

Informalities such as typographical errors or missing claim numbers

Improper claim dependencies

Other (specify)

Q5. Does your Office/Organization provide a scrubbing tool to remove unwanted metadata from the documents prior to submission?

YES  NO

If yes, which types of metadata are removed?

Q6. Does your Office/Organization provide a feedback document, additional document or online messages during the filing process detailing potential problems within the submitted application documents based on the above validations?

YES  NO

## OFFICIAL COPY

Q7. What does your Office/Organization consider the authoritative copy of the submission?

Originally submitted application documents

Cleaned up version of the originally submitted application documents after they have gone through initial content validations and metadata scrubbing

XML document converted from the originally submitted document

Document converted from originally submitted document to another format used within your Office/Organization (e.g. PDF, TIFF)

Other (specify)

## TRANSFORMATION/RENDERING

Q8. If your Office/Organization converts or plans to convert the submitted document to XML, in which format would you preserve embedded images? Please select all that apply.

Original format if possible

SVG

TIFF

PNG

JPEG

Other (specify)

Q9. When the submitted document is transformed to XML, in what format does your Office/Organization preserve mathematical equations?

Originally submitted format

Converted to an image format

MathML

OpenMath

OMDoc

Other (specify)

Q10. When the submitted document is transformed to XML, in what format does your Office/Organization preserve chemical formulae?

Originally submitted format

Converted to an image format

Converted to a chemical formula format (specify in comments)

Other (specify in comments)

Q11. When the submitted document is transformed to XML, in what format does your Office/Organization preserve table or tabular data? Please select all that apply.

Originally submitted format

Converted to an image format

Converted to a structured data format

Other (specify)

Q12. Is your Office/Organization moving away from paper-based rules for applicant submissions, such as page count, margins line spacing and focus more on the amount of characters/words in a document or file size?

We are considering it

We are in the process of implementing it

We have already implemented it

We are not considering it

Q13. If your Office/Organization is not considering moving away from paper-based rules, select the presentation elements your Office/Organization needs to preserve from the submitted application documents. Please select all that apply.

Page count

Page dimensions

Margins

Line spacing

Text and background colors

Other (specify)

Q14. Select the formats by which your Office/Organization displays or would display an application for examination or administration purposes. Select all that apply.

Originally submitted format using an appropriate software application

Converted format used by our Office/Organization

Rendered XML

It can vary depending on the input format

Other (specify)

## PUBLICATION

Q15. Select the formats which your Office/Organization uses or would use to publish documents submitted by applicants.

Originally submitted format using an appropriate software application

Converted format used by our Office/Organization

Rendered XML

More than one format

Other (specify)

## FILE MANAGEMENT

Q16. Specify the content management system your Office/Organization uses to store and manage documents. Please provide either names of commercial products or brief description of custom-built systems.

## OFFICIAL GAZETTE

Q17. In what formats do you publish your Official Gazette? Select all that apply.

Physical format (paper)

Electronic format with paper-based layout (e.g. PDF)

Purely digital format (e.g. HTML pages)

Q18. If you still publish in a physical format, are you considering discontinuing physical publication within the next five years?

YES  NO

Q19. If you still publish in an electronic format with paper-based layout (e.g. PDF), are you considering discontinuing this format in favor of a purely digital format within the next five years?

YES  NO

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