

## **Committee on WIPO Standards (CWS)**

**Ninth Session**  
**Geneva, November 1 to 5, 2021**

### **REPORT BY THE PART 7 TASK FORCE**

*Document prepared by the Part 7 Task Force Leader*

#### **INTRODUCTION**

1. At its reconvened fourth session in 2016, the Committee on WIPO Standards (CWS) agreed on the creation of Task No. 50: “Ensure the necessary maintenance and update of surveys published in Part 7 of the WIPO Handbook on Industrial Property Information and Documentation” and the establishment of a corresponding Task Force (Part 7 Task Force). The International Bureau was designated as the Task Force Leader. (See paragraphs 73 and 122 (e) of document CWS/4BIS/16.)

2. At the seventh session in 2019, the CWS approved a revised work plan based on surveys conducted so far. The CWS agreed to delay updating Part 7.6 on patent gazettes until the Digital Transformation Task Force reviews ST.18. (See paragraphs 183 to 185 of document CWS/7/29.)

#### **PROGRESS REPORT**

3. In April 2021, the International Bureau published updates on numbering systems for published documents and registered rights in part 7.2.2 of the WIPO Handbook. The Task Force also revised the work plan for maintenance and update of Part 7 of the WIPO Handbook under Task No. 50. The previous work plan in document [CWS/7/22](#) called for several surveys to be updated through CWS/10. That plan is now out of date due to disruptions from the pandemic. Updating all the remaining surveys in one year after CWS/9 would place undue burden on CWS members to collect and report their data with several lengthy surveys.

4. The previous work plan was also complicated by splitting some surveys into three phases: Questionnaire, Collect Information and Publish. First, a questionnaire was to be developed and presented to CWS for approval. Then the survey was conducted. Results were presented to the following CWS, and finally the results were published. However, some surveys followed a simplified process, where the International Bureau would simply collect and publish updated information and inform the CWS once results were published.

#### WORK PLAN

5. The Part 7 Task Force proposes carrying out one survey per calendar year for each of the remaining sections to be updated:

- Part 7.1 Representation of calendar dates
- Part 7.2.6 Application numbering – current practices
- Part 7.2.7 Application numbering – former practices
- Part 7.3 Examples and kinds of patent documents
- Part 7.6 Bibliographic information in patent gazettes

6. The surveys updates will start with the most out of date sections in 2022 and 2023 and proceed with the more recent sections in 2024 and 2025. Current and former application numbering formats (sections 7.2.6 and 7.2.6) will be conducted as a single survey, since they are closely related. See table of Pending Actions below for the proposed schedule. By the end of 2025, all sections in Part 7 will be up to date.

7. The Task Force also proposes archiving section 7.2.3 on Numbering systems and date formats for year 2000, which was recommended for archiving in the old work plan. If approved by the CWS, section 7.2.3 will be archived immediately after CWS/9.

8. All remaining Part 7 survey updates will be conducted with the simplified process, i.e. collecting and publishing results without presenting the questionnaire or the results to the CWS for approval. The CWS will be notified of published results at its following session. This approach conforms with the decision at the fifth session of the CWS on how to conduct updates of existing surveys (see paragraph 70(a) of document CWS/5/22).

9. At each CWS meeting, the Task Force will inform the CWS of progress on the Part 7 survey updates, including any results that have been published. This streamlined process will simplify administration of the surveys. It will also relieve some of the burden on CWS members, since they only have to work on one survey per calendar year with the simplified approach, instead of potentially approving a questionnaire for one survey, answering a second survey, and approving results from a third survey in the same year.

10. The tables below summarize the status of each section of Part 7 under the proposed work plan. The No Action Pending table shows surveys which have already been updated and are now complete, or for which no update has been requested by the CWS.

11. Additionally and not reflected in the table, the International Bureau proposes updating part 7.9 Citation practices soon. There has been interest among Intellectual Property Offices (IPOs) recently on this topic. If the CWS agrees, then updating 7.9 can be fit into the proposed schedule.

Action Pending

<b>Section</b>	<b>Topic</b>	<b>Last published</b>	<b>Status</b>
Part 7.1	Representation of calendar dates	1997	update 2022
Part 7.2.3	Numbering systems and date formats for year 2000	2000	ready to archive
Part 7.2.6	Application numbering – current practices	2017	update 2024
Part 7.2.7	Application numbering – former practices	2017	update 2024
Part 7.3	Examples and kinds of patent documents	2016	update 2025
Part 7.6	Bibliographic information in patent gazettes	1990	update 2023

No Action Pending

<b>Section</b>	<b>Topic</b>	<b>Last published</b>	<b>Status</b>
Part 7.2.1	Presentation of application numbers	archived	complete
Part 7.2.2	Numbering systems for applications, published documents and registered rights	2021	complete
Part 7.2.4	Priority application numbers	2018	complete
Part 7.4	Correction procedures in patent offices	2009	on request
Part 7.5	Physical characteristics of patent documents	archived	complete
Part 7.7	Supplemental Protection Certificates (SPCs) and Patent Term Extensions (PTEs)	2019	complete
Part 7.8	Procedures and requirements for industrial designs	archived	complete
Part 7.9	Citation practices	2008	on request
Part 7.10	Codes used for internal purposes	2009	on request
Part 7.11	Implementation of WIPO Standard ST.22 for OCR	2012	on request
Part 7.12	Use of WIPO Standards	2018	on request

## PROPOSED UPDATE TO PUBLICATION PROCESS

12. The International Bureau proposes that the procedure for all CWS surveys (including new surveys), be modified as follows:

Once survey responses are available, the International Bureau will publish individual and collated responses. Then at the following CWS session, analysis of the survey will be presented for approval. If approved, the analysis will be published after the CWS, alongside the already published responses. As an exception, the CWS may request that publication of survey responses be delayed for a particular survey until the CWS approves all the materials.

13. This change is proposed because submitting survey responses for approval has several negative effects. Delaying publication until CWS approval means that users will not be able to access the survey results for many months, relying on either outdated or no information in the interim. Approval of responses is largely a pro forma exercise: the contents of responses are not modified by the CWS, as surveys collect information that each IPO has already approved for public release. The purpose of CWS approval of responses is thus unclear. Survey analysis is different because it may involve interpretation or drawing conclusions from the information provided in responses. Thus, it makes sense to present survey analysis to CWS for approval, as is current practice.

14. A main purpose of CWS surveys is to make IPO views and practices more visible, both to the CWS for developing Standards and to the public. The information contained in CWS surveys is mostly technical or factual. The general practice should be to publish survey responses as soon as they are ready, rather than introducing unnecessary delays in the process. If the CWS believes that a particular survey may contain sensitive responses, then the CWS can request that the responses for that particular survey be presented to the CWS for approval before publication.

15. The proposed change does not affect survey questionnaires, which must still be presented to CWS for approval of new surveys. Unlike survey responses, the questionnaire approval step is useful as the CWS often incorporates clarifications, edits, or new questions raised by members during the meeting.

16. The proposed change also does not alter Part 7 updates covered in the table above. The process for these updates agreed at CWS/5 is already compatible with the proposed approach, because regular Part 7 surveys are not subject to analysis and results are already published as soon as they are available. (See paragraph 70(a) of document CWS/5/22.)

## SUMMARY OF PREVIOUS WORK PLAN

17. For comparison, the previous work plan was presented in document [CWS/7/22](#). The previous work plan is summarized with the following table, which is now out of date. The revised work plan above will replace the work plan in CWS/7/22.

	Last publ.	After CWS/5 2017	After CWS/6 2018	After CWS/7 2019	after CWS/8 2020	after CWS/9 2021
Part 7.1	1997			Questionnaire	Collect Information	Publish
Part 7.2.1		Archived				
Part 7.2.2	2001		Questionnaire	Collect Information	Publish	

Part 7.2.3	2000				Archiving	
Part 7.2.4	2018		Update / Publish			Update
Part 7.2.5	2013	Update on request from CWS				
Part 7.2.6	2017				Collect Information / Publish	
Part 7.2.7	2017	Publish			Collect Information / Publish	
Part 7.3	2016			Collect Information / Publish		
Part 7.4	2009	Update on request from CWS				
Part 7.5		Archived				
Part 7.6	1990			Questionnaire	Update	Publish
Part 7.7	2002	Questionnaire	Update	Publish		Update
Part 7.8		Archived				
Part 7.9	2008	Update on request from CWS				
Part 7.10	2009	Update on request from CWS				
Part 7.11	2012	Update on request from CWS				
Part 7.12	2018	Publication	Ad-hoc updates on request			

18. *The CWS is invited to:*

*(a) note the content of this document;*

*(b) approve the revised work plan in paragraphs 5 to 10 above;*

*(c) decide whether to request update of Part 7.9 Citation practices, as described in paragraph 11 above; and*

*(d) approve the proposed change in publication procedure for all CWS surveys in paragraph 12 above.*

[End of document]