

C.PCT 1318

November 4, 2011

Madam,
Sir,

This Circular is addressed to your Office in its capacity as an International Searching and Preliminary Examining Authority under the Patent Cooperation Treaty (PCT).

In that capacity, your Office is invited to submit its annual report on its quality management system in accordance with Chapter 21 of the PCT International Search and Preliminary Examination Guidelines. This invitation formalizes an earlier request placed on the quality subgroup's forum on October 24, 2011 and previously indicated in an e-mail dated September 15, 2011 to quality subgroup members announcing the intention to hold the next physical meeting of the quality subgroup on February 6 and 7, 2012 at IP Australia.

The International Bureau wishes to thank those Offices which have already submitted their annual reports on their quality management systems, to which this Circular is being sent for information only.

In accordance with paragraph 21.30 of the International Search and Preliminary Examination Guidelines, the annual report should normally be a supplemental report, indicating where the changes lie compared to the full report submitted by each Authority in 2010. This supplemental report should also identify any lessons learned and actions taken and make any recommendations in light of the internal review performed by the Authority under paragraphs 21.25 to 21.28 of the Guidelines.

Offices which have not yet commenced operation as an International Authority are also requested to submit either a supplemental report or, if they have not already done so in the past, a full report in accordance with paragraph 21.29 of the International Search and Preliminary Examination Guidelines, indicating the extent to which their quality management systems have been prepared.

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A template for producing the supplemental report can be found on the forum of the quality subgroup. The procedure to have access to the forum is detailed on the public page of the subgroup at

<https://www3.wipo.int/confluence/display/pctqualitysubgroup/PCT+Quality+Subgroup+Home>

The reports should be submitted by November 30, 2011, preferably by uploading them directly to the appropriate page of the quality subgroup forum, or alternatively by e-mail to pct.mia@wipo.int.

Yours sincerely,



James Pooley
Deputy Director General