

C. PCT 1397

October 31, 2013

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).

At the third informal session of the quality subgroup held in Munich on February 4 and 5, 2013, the subgroup discussed the reports on quality management systems under Chapter 21 of the PCT International Search and Preliminary Examination Guidelines prepared by International Authorities (see paragraphs 1 to 6 of Annex II to document PCT/MIA/20/14). In terms of reporting in future years, the subgroup recommended “to continue to produce annual reports on their Quality Management Systems in future years using a full report, indicating changes that had been made to their systems in the preceding year” (see paragraph 6(c) of this Annex).

Your Office is thus invited to submit an annual report on its quality management system in accordance with Chapter 21 of the PCT International Search and Preliminary Examination Guidelines in the form of a full report, indicating the differences from the reports submitted in previous years.

If the most recent quality report submitted by your Authority was a supplemental report in accordance with paragraph 21.30 of the International Search and Preliminary Examination Guidelines, you should begin by incorporating the relevant content of any supplemental report into the full report that was last submitted by your Authority before proceeding to make updates to the report to take into account more recent developments in your Authority’s quality management system. If this situation applies to your Authority, your report should include markings to distinguish between the changes due to recent developments and the changes due to the incorporation of the content of any supplemental reports.

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Offices which have not yet commenced operation as an International Authority are also requested either to update their most recent full report indicating changes as described above, or if they have not already done so in the past, to submit 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.

A template to complete annual quality reports can be found on the electronic forum of the Quality Subgroup, if needed. The forum also includes the reports submitted by Authorities since 2010, which can be used as a basis for making the necessary updates. Details on how to join the forum can be found on the main page of the PCT/MIA Electronic Forum at www.wipo.int/pct-mia (username: pctmia; password: miaforum).

The reports should be submitted by November 30, 2013, preferably by uploading them directly to the appropriate page of the electronic forum of the Quality Subgroup, or alternatively, by sending them by e-mail to pct.mia@wipo.int.

Yours sincerely,



James Pooley
Deputy Director General