



C. PCT 1427

October 2, 2014

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 fourth informal session of the quality subgroup held in Tel Aviv on February 9 and 10, 2014, 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. In terms of reporting in future years, "Authorities expressed their general satisfaction with the current reporting mechanism and saw no need for changes to the reporting template" (see paragraph 1 of Annex II to document PCT/MIA/21/22).

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. 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).

You should note that the International Bureau will shortly be consulting International Authorities through a Circular on draft modifications to the International Search and Preliminary Examination Guidelines. This will include modifications to paragraph 21.16 of the present version of the Guidelines (PCT/GL/ISPE/3) to provide for the optional use of checklists in quality assurance processes (see Paper No.9 for the fourth informal session of

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the Quality Subgroup and paragraphs 23 to 25 of Annex II to document PCT/MIA/21/22). Authorities are, nevertheless, welcome to report on the use of checklists in their quality assurance procedures, as outlined in paragraph 21.16, whether the checklists are used before reports are issued, or to monitor quality as part of a post-issue review process.

The reports should be submitted by November 30, 2014, 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