

C. PCT 1460

October 14, 2015

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 fifth informal session of the quality subgroup held in Tokyo on February 2 and 3, 2015, 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. For future reporting, the Subgroup made the following recommendation (see paragraph 6(a) of Annex II to document PCT/MIA/22/22):

“6. The Subgroup recommended:

“(a) to continue reporting on existing Quality Management Systems of Authorities using the present reporting mechanism, indicating changes from the previous year; ...”

Your Office is therefore 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 changes from the report submitted in the previous year.

The template used for the reports has been changed to take into account the modifications to Chapter 21 of the Guidelines that came into force on October 1, 2015 (available as document PCT/GL/ISPE/4 from the WIPO web site at <http://www.wipo.int/pct/en/texts/gdlines.html>). In particular, the template follows the new paragraph numbering in Chapter 21 and Section 4 on Quality Assurance provides for the optional use of checklists. The new template is available on the electronic forum of the Quality Subgroup along with a version showing the changes

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from the previous template. You should use the new template to complete the report from your Office by inserting text from any previous report and then 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, 2015, 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,

A handwritten signature in blue ink, appearing to read "John Sandage", with a long horizontal flourish extending to the right.

John Sandage
Deputy Director General