

C. PCT 1483

October 11, 2016

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 sixth informal session of the quality subgroup held in Santiago, Chile on January 18 and 19, 2016, 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/23/14):

“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, with a deadline of November 30 for submission of reports to the International Bureau; ...”

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. A template to complete the report can be found on the electronic forum of the Quality Subgroup, if needed. 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, 2016, 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,



John Sandage
Deputy Director General