

C. PCT 1522

November 2, 2017

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).

1) *Annual Reporting on Quality Management Systems*

At the seventh informal session of the Quality Subgroup held in Reykjavík, Iceland on February 6 and 7, 2017, 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 8(a) of Annex II to document PCT/MIA/24/15):

“8. 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, but adding a summary in the introduction to the report, as proposed in paragraph 5 (of Annex II to document PCT/MIA/24/15), above; ...”

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, but adding a summary in the introduction to the report with all the changes to the quality management system that have taken place in the previous report and other

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matters of likely interest. 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](http://www.wipo.int/pct-mia) (username: pctmia; password: miaforum).

The reports should be submitted by December 15, 2017, 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](mailto:pct.mia@wipo.int).

## 2) *Discussion of Quality Management Systems during the Eighth Informal Session of the Quality Subgroup*

At the seventh informal session of the Quality Subgroup, the Canadian Intellectual Property Office presented an overview of its Quality Management System. In response to this presentation, the Subgroup made the following recommendation (see paragraph 8(b) of Annex II to document PCT/MIA/24/15):

“8. The Subgroup recommended:

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“(b) that other Authorities could present an overview of their Quality Management System to future meetings of the Quality Subgroup; ...”

Your Office is therefore invited to consider presenting an overview of your Quality Management System at the eighth informal session of the Quality Subgroup, which is planned to take place in Madrid, Spain, on February 19 and 20, 2018. If you wish to make a general presentation on your Quality Management System, you can upload the presentation to the meeting page of the electronic forum for the session, or you can send the presentation by e-mail to [pct.mia@wipo.int](mailto:pct.mia@wipo.int).

## 3. *Paired Review of Quality Management Systems of International Authorities*

At the seventh informal session of the Quality Subgroup, four International Authorities (the Canadian Intellectual Property Office, IP Australia, the Spanish Patent and Trademark Office and the Austrian Patent Office) participated in a paired review pilot of their quality management systems (see paragraphs 9 to 11 of Annex II to document PCT/MIA/24/15). In concluding the discussions by the Subgroup on this matter, the Subgroup made the following recommendation (see paragraph 12 of Annex II to document PCT/MIA/24/15):

“12. The Subgroup recommended that interested Authorities should perform a paired review of reports of Quality Management Systems at the next meeting. The International Bureau would include a deadline for Authorities to indicate a wish to participate in the review in the Circular requesting reports from Authorities for 2017”.

Your Office is invited to participate in the paired review of quality management systems at the eighth informal session of the Quality Subgroup on February 19 and 20, 2018. In order to assign the pairings of the Offices, and allow the participating Offices time to review

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another Office's quality management system and possibly make contact before the session, you are invited to indicate whether your Office wishes to participate in the paired review at the same time as submitting the annual report on your quality management system discussed above, or by sending an e-mail to *pct.mia@wipo.int* by December 31, 2017, at the latest.

Yours sincerely,

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

John Sandage  
Deputy Director General