



C. SCIT 2486  
06

March 16, 2000

Re: Task No. 24 of the SCIT Work Program:  
Annual Technical Reports on Patent Information Activities in 1999

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Madam,  
Sir,

I should like to invite your Office to send an Annual Technical Report on its Patent Information Activities in 1999. The structure of the report should conform to that given in the Annex to this Circular.

Please include in the said Annual Technical Report any information on imminent or foreseeable changes in working methods in your Office, particularly in connection with any automation plans concerning patents and utility models.

As the International Bureau intends to publish the Annual Technical Reports on the SCIT area of the WIPO Web site, you are kindly requested to submit your Annual Technical Report in electronic form, e.g., on floppy disk or by e-mail to the following address: [scit.mail@wipo.int](mailto:scit.mail@wipo.int). Please indicate the number of this Circular in your reply.

It would be appreciated if you could send to the International Bureau the Annual Technical Report not later than May 31, 2000.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'K. Wittig'.

Klaus-Peter Wittig  
Deputy Director  
Inter-Office Information Services

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS  
ON PATENT INFORMATION ACTIVITIES<sup>1</sup>

The Annual Technical Report on patent information activities should cover the following items:

I. Evolution of patent activities:

- Changes experienced in terms of application filings and grants with respect to the previous year;
- Trends or areas experiencing rapid changes with respect to the previous year.

II. Matters concerning the generation, reproduction, distribution and use of primary and secondary sources of patent information:

- Publishing, printing, copying (main types of publications of the office in the field of patent information, etc.);
- Main types of announcements of the Office in the field of patent information;
- Mass storage media used (paper, microforms, optical storage, etc.);
- Word processing and office automation;
- (New) techniques used for the generation of patent information (printing, recording, photocomposing, etc.).

III. Matters concerning abstracting, classifying, reclassifying and indexing of technical information contained in patent documents:

- Abstracting, reviewing, translating;
- Classification and reclassification activities; Classification system used, e.g., International Patent Classification (IPC), other classification (please indicate whether or not patent documents are classified by your Office and, if so, which classification is used);
- Coordinate indexing (ICIREPAT-types and/or domestic deep indexing systems, keyword indexing);
- Hybrid system indexing;
- Bibliographic data and full-text processing for search purposes.

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<sup>1</sup> – The term “patent” covers utility models and SPCs.  
– Offices which issue design patents should report their design patent information activities in their Annual Technical Reports on Industrial Design Information Activities.

IV. Search file establishment and upkeep:

- File building;
- Updating;
- Storage, including mass storage media;
- Documentation from other offices maintained and/or considered part of the available search file.

V. Activities in the field of computerized and other mechanized search systems:

- In-house systems (online/offline);
- External databases;
- Administrative management systems (e.g., register, legal status, statistics, administrative support, etc.);
- Equipment used (hardware, including the types of terminal and network used, and software), carriers used;
- Existing online thesauri; their structure, presentation and usefulness for computerized searches.

VI. Administration of the industrial property office library and services available to the public (relating to facilities, e.g., for lodging applications, for assisting clients on searching procedures, for obtaining official publications and registry extracts):

- Planning, administration, automation, security, buildings;
- Collecting, acquisitions, preparation;
- Collection management, preservation;
- Interlibrary lending, resource sharing, networks of patent libraries in the country;
- Information services available to the public (including computerized services and search files contained in libraries remote from your Office and patent information posted by your Office on the World Wide Web).

VII. Matters concerning mutual exchange of patent documentation and information:

- International or regional cooperation in the exchange of machine-readable information, e.g., bibliographic data, abstract and/or full text information;
- Medium used for exchange of priority documents;
- Medium allowed for filing applications;

- Implementation of the Statement of Principles Concerning the Changeover to Electronic Data Carriers for the Exchange of Patent Documents<sup>2</sup> (please make a status report on the extent to which your Office has changed over to electronic data carriers for the exchange of patent documents).

VIII. Other relevant matters concerning education and training in, and promotion of, the use of patent information, including technical assistance to developing countries:

- Training courses for national and foreign participants, use of audiovisual means;
- Assistance to developing countries (sending consultants and experts, receiving trainees from developing countries, etc.);
- Promotional activities (seminars, exhibitions, visits, advertising, etc.);
- Studies to identify trends in new technology, e.g., by the use of patent statistics, preparation of monographs, etc.;
- Assistance furnished by offices to facilitate the changing over of receiving offices to electronic data carriers for the exchange of patent documents (see also item 4 of Chapter VI, above).

IX. Other relevant matters.

[End of Annex and of Circular]

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<sup>2</sup> See WIPO *Handbook on Industrial Property Information and Documentation*, Part 8.4.