



C. SCIT 2488
06

March 16, 2000

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

Madam,
Sir,

I should like to invite your Office to send an Annual Technical Report on its Trademark 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 trademarks.

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. 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', written over a white background.

Klaus-Peter Wittig
Deputy Director
Inter-Office Information Services

RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON TRADEMARK INFORMATION ACTIVITIES

The Annual Technical Report on Trademark Information Activities should cover the following items:

I. Evolution of registration activities:

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

II. Matters concerning the generation, reproduction, and distribution of secondary sources of trademark information, i.e., trademark gazettes:

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

III. Matters concerning classifying, reclassifying and indexing of trademark information:

- Classification and reclassification activities; Classification systems used, e.g., International Classification of Goods and Services for the Purposes of the Registration of Marks (Nice Classification), International Classification of the Figurative Elements of Marks (Vienna Classification), other classification (please state whether goods and services for the registration of marks and whether the figurative elements of marks are classified by your Office and, if so, which classification(s) is (are) used);
- Use of electronic classification systems to check the classification symbols furnished by an applicant and which are contained in the lists of goods and/or services;
- Obligation for applicants to use pre-defined terms of the classification applied;
- Bibliographic data and processing for search purposes.

IV. Trademark manual 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 trademark 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.
- VI. Administration of trademark services available to the public (relating to facilities, e.g., for lodging applications, registering trademarks, assisting clients with search procedures, obtaining official publications and registry extracts):
- Planning, administration, automation, security;
 - Collection management, preservation;
 - Information services available to the public (including computerized services and search files contained in libraries remote from your Office and trademark information posted by your Office on the World Wide Web).
- VII. Matters concerning mutual exchange of trademark documentation and information:
- International or regional cooperation in the exchange of trademark information, e.g., in the form of official gazettes;
 - Exchange of machine-readable information.
- VIII. Matters concerning education and training including technical assistance to developing countries:
- Promotional activities (seminars, exhibitions, visits, advertising, etc.);
 - Training courses for national and foreign participants;
 - Assistance to developing countries (sending consultants and experts, receiving trainees from developing countries, etc.).
- IX. Other relevant matters.

[End of Annex and of Circular]