



C. SCIT 2492
06

April 11, 2000

Re: *WIPO Handbook on Industrial Property Information and Documentation*

Madam,
Sir,

Before October 1997, when the prototype CD-ROM version of the *WIPO Handbook on Industrial Property Information and Documentation* (WIPO Handbook) was made available, the publication was issued only on paper. The loose-leaf paper format of the WIPO Handbook exists in English, French and Spanish, as well as in Russian, the latter containing only the WIPO Standards. All these language versions of the WIPO Handbook are now available on a single CD-ROM, which contains all of the above, i.e., the three complete versions of the WIPO Handbook in English, French and Spanish, as well as the WIPO Standards in Russian. Furthermore, the “Information Technologies (SCIT)” area of the WIPO Web Site on the Internet (www.wipo.int) permits access to selected parts of the WIPO Handbook and to most of the WIPO Standards, which may be consulted and/or downloaded. As announced in Circulars SCIT 2402 and 2403, dated October 29, 1998, the next issue of the WIPO Handbook CD-ROM, i.e., the 1999-2000 WIPO Handbook CD-ROM, which should be distributed in May 2000, will replace all the paper editions of the WIPO Handbook.

As a consequence of the above-mentioned situation and with respect to the resources available to the International Bureau during the 2000/01 biennium, the publication of further updates of the WIPO Handbook on paper will be discontinued. The updates distributed with Circulars SCIT 2479, 2480 and 2481 for the English and French editions, SCIT 2482 for the Russian edition, and SCIT 2454, and 2455 for the Spanish edition should be regarded as the final update by the International Bureau of the paper version of the Handbook.

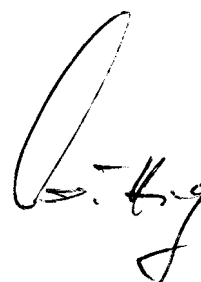
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Current subscribers to the paper only versions of the WIPO Handbook who wish to receive the 1999-2000 WIPO Handbook CD-ROM and/or subsequent editions are requested to complete and return the attached form to WIPO. Intellectual property offices of the WIPO Standing Committee on Information Technologies (SCIT) member States will automatically receive one free copy of any release of the WIPO Handbook CD-ROM.

Please note that the International Bureau intends to issue one disk of the WIPO Handbook CD-ROM per year; each disk will replace the previous one. All new and revised versions of WIPO Standards adopted by the SCIT Plenary, in between two consecutive releases of the WIPO Handbook CD-ROM, will be made available through WIPO's Web site. The current price of the WIPO Handbook CD-ROM is 100 Swiss francs per disk (plus 10 Swiss francs by regular mail or 20 Swiss francs by priority mail).

Please see also the enclosed flyer on the WIPO Handbook CD-ROM.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'K. Wittig', with a large, stylized initial 'K'.

Klaus-Peter Wittig
Deputy Director
Inter-Office Information Services



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WORLD INTELLECTUAL PROPERTY ORGANIZATION

WIPO HANDBOOK CD-ROM

HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

The WIPO *Handbook on Industrial Property Information and Documentation* is the authoritative source of the WIPO Standards, Recommendations and Guidelines in the field of industrial property information and documentation. It also provides information on various matters concerning patent, trademark and industrial design documentation. The Handbook is an important tool for both novice and experienced industrial property information users.

All the language versions of the WIPO Handbook in English, French and Spanish, as well as WIPO Standards in Russian, are available on a single CD-ROM, the WIPO Handbook CD-ROM. This CD-ROM publication is regularly updated by the International Bureau of WIPO; each updated disk will replace the former one. The most widely used WIPO Standards and certain parts of the WIPO Handbook are also available on the WIPO Web site (<http://www.wipo.int> or <http://www.ompi.int>).

The WIPO Handbook CD-ROM contains the WIPO Handbook in English, French and Spanish, as well as WIPO Standards in Russian, in PDF (Portable Document Format) files. The disk also contains an index page which gives access to any of the publications, an inventory for each language to reach a particular PDF file, search indexes to perform full-text searches, and a table of contents - bookmarks- for each file, where appropriate.

The WIPO Handbook is structured in 10 Parts. Part 1 comprises the Foreword by the Director General of WIPO and an Introductory Note.

Part 2 provides information on the special rules of procedure of the WIPO Standing Committee on Information Technologies (SCIT), as well as on the working methods for the SCIT and its Working Groups.

Standardization efforts by different groups of experts from many countries to harmonize practices by all industrial property offices and to facilitate the international transmission, exchange and dissemination of industrial property information (text and images) have resulted in some 50 WIPO Standards, Recommendations and Guidelines related to industrial property information and documentation which are published in Part 3.

The minimum documentation (patent documents and non-patent literature) defined by Rule 34.1 of the PCT Regulations to be consulted for performing the "international search" is listed in Part 4.

Part 5 provides information on the International Patent Classification (IPC), the International Classification of Goods and Services for the Purposes of the Registration of Marks (Nice Classification), the International Classification of the Figurative Elements of Marks (Vienna Classification) and on the International Classification for Industrial Designs (Locarno Classification).

In Part 6, the Handbook also provides detailed information on search systems related to industrial property information, in particular inventories of patent and trademark databases.



WORLD INTELLECTUAL PROPERTY ORGANIZATION - WIPO HANDBOOK CD-ROM

Part 7 contains a large collection of samples of first pages of patent documents and another collection of sample pages of trademark gazettes which serve to illustrate the characteristics of, and similarities and differences in, the contents and layout of these kinds of industrial property documentation published by industrial property offices. This Part of the Handbook contains three surveys; the first one refers to the grant and publication of "Supplementary Protection Certificates" for medicinal products or equivalent industrial property rights (SPCs); the second one concerns filing procedures and filing requirements, as well as examination methods and publication procedures, relating to industrial designs; and the third one relates to numbering systems used, or intended to be used, by industrial property offices with regard to applications, published documents and registered industrial property titles.

Part 8 is devoted to the different carriers for storage, copying and exchange of information that are used in parallel in many industrial property offices. However, there is a general, gradual and non-reversible trend to replace conventional data carriers, e.g., microforms and paper, by electronic data carriers for the exchange of industrial property documents. The need to establish a multilateral framework of principles concerning the timing and implementation of such replacement, as well as the conditions for using data downloaded from CD-ROM products, led members of the former PCIPI to adopt the "Statement of Principles Concerning the Changeover to Electronic Data Carriers for the Exchange of Patent Documents" and the text entitled "Internal Use by Offices and Their Associated Libraries of Data Downloaded from CD-ROM," which are reproduced in Part 8 of the Handbook. A catalogue of microforms which compiles the collections of patent documents in microform maintained by industrial property offices, a survey on the use, by industrial property offices, of microforms and magnetic media are also included in Part 8.

Part 9 covers matters concerning patent information services, training on patent information, and statistical studies and technological monographs based on patent documents. There is also a section providing information on the free-of-charge WIPO Patent Information Services for Developing Countries.

Finally, Part 10 contains a glossary of basic terms and a list of abbreviations concerning industrial property information and documentation.

The International Bureau of WIPO issues one updated disk of the WIPO Handbook CD-ROM per year; each disk replaces the previous one. The price of the WIPO Handbook CD-ROM (one disk) is 100 Swiss francs (plus 10 CHF by regular mail or 20 CHF by priority mail).

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