

C.PCT 1303

The Director General of the World Intellectual Property Organization (WIPO) presents his compliments and, referring to the Forty-Ninth series of the Assemblies of the Member States of WIPO, including the *Patent Cooperation Treaty (PCT) Union Assembly*, which will take place at the International Conference Centre Geneva (CICG), 17, rue de Varembé, 1211 Geneva 20, from September 26 to October 5, 2011, has the honor to advise that the travel expenses and subsistence allowance of one delegate from each Member State of the *PCT Union* will be financed from the funds of that Union, at the express request of any concerned Member State.

It is to be noted that, in order to simplify administrative procedures relating to travel, to reduce travel costs and to ensure that resources are used efficiently, participants to WIPO meetings whose travel expenses are borne by WIPO will be subject to new measures.

When flight duration is under five hours, travelers shall travel in economy class. For flights of five hours duration or over (including stop-overs), travelers will be authorized to travel in business class, by the most direct and economical route. Moreover, as indicated in the Report of the External Auditor presented to the General Assembly for the 2006-2007 biennium, bookings shall be made as early as possible prior to departure so as to ensure that the cheapest possible fare is obtained. Additional expenses arising from a change of routing or from upgrading will be borne by the traveler.

./. Details about the new travel procedure are mentioned in the attached designation form.

In the event that any Member State of the *PCT Union* desires financing, it would be appreciated if the above-mentioned designation form could be duly filled out, stating the relevant details concerning the representative whose travel expenses should be paid for by WIPO. This form should be returned to the Secretariat of WIPO (by e-mail to: [assemblies@wipo.int](mailto:assemblies@wipo.int) or by fax: +41 22 338 8530) by August 26, 2011, at the latest, in order to allow the Secretariat to make the necessary arrangements at the best costs. After that date, it will not be possible to ensure funded travel for designations and obtain assistance in the issuance of visas.



May 23, 2011

Enclosure: participation form

**DESIGNATION FORM**

Designation of the representative who will receive an air ticket and subsistence allowance from WIPO for the Ordinary Session of the Assembly of the PCT Union, September 26 to October 5, 2011 (to be typed or completed in BLOCK LETTERS and returned by e-mail to [assemblies@wipo.int](mailto:assemblies@wipo.int) or by fax: +41 22 338 8530, before August 26, 2011)

Country:.....  
 Family name:.....(Mrs./Miss/Ms./Mr.)  
 First name(s):.....  
 Professional details:  
 Official Title:.....  
 Full business address:.....  
 .....  
 Fax and e-mail:.....  
 Telephone:.....  
 Cell phone: .....

Name, signature and seal of the authority  
 (Ministry of Foreign Affairs or Permanent  
 Mission in Geneva) submitting this form

Date:

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**IMPORTANT NOTES:**

1. Upon receipt of this form completed by you, WIPO will propose an itinerary to you and make pre-bookings on your behalf, in line with the current travel policy, financial and administrative rules (most direct and economical route) and the obligations imposed by airlines companies (Ticketing Deadline Control (TDC)). Please inform us within 48 hours upon receipt by you of your proposed itinerary whether you accept this itinerary or whether you prefer to make your own booking and buy your own ticket. *In the latter case, WIPO will reimburse your ticket up to a maximum fare covering the most direct and economical route.* Without any reply from your side within the above deadline, an electronic ticket (e-ticket) will be transmitted by the WIPO travel agency to the e-mail address you provided above.
2. Please note that WIPO will only cover your travel from the location of your home to Geneva and return. Any fare difference resulting from a change on your part (class upgrade, routing change, return date change or cancellation) after the issuance of the ticket, will be your responsibility and at your own expense. Any ticket that you purchase without prior authorization from the WIPO Travel and Missions Support Section will not be reimbursed by WIPO.
3. When flight duration is under five hours, travelers shall travel in economy class. For flights of five hours duration or over (including stop-overs), travelers will be authorized to travel in business class, by the most direct and economical route.
4. To ensure that your travel expenses are borne by WIPO, this form must be transmitted to WIPO through the Ministry of Foreign Affairs in your country or the Permanent Mission of your country in Geneva.
5. The Daily Subsistence Allowance (DSA), in accordance with the applicable United Nations rate (389 Swiss francs, subject to change), will be paid on the first day of the meeting in the form of either a Payment Order which may be cashed, or a Bank Transfer which can be arranged by the Secretariat, once proof of arrival and participation in the meeting has been furnished. If the latter option is chosen, kindly provide the following details: (a) Name of Account Holder; (b) Account Number and Currency; (c) Bank Name and Address; (d) Bank Identification Number; (e) Swift Code; and (f) IBAN (if known). In case of unplanned early departure, after having received the DSAs, any overpaid amount should be reimbursed to WIPO.

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 \* Mandatory.