

C. PCT 1681

February 4, 2025

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 fourteenth informal meeting of the Quality Subgroup, held with remote participation on September 25 and 26, 2024, and in-person in Beijing on October 15, 2024, the Subgroup discussed the reports from International Authorities on their quality management systems (QMS) under Chapter 21 of the PCT International Search and Preliminary Examination Guidelines (“the Guidelines”). The Subgroup recommended to continue reporting on QMS using the present reporting mechanism (see paragraph 4 of Annex II to document PCT/MIA/31/11).

Your Office is therefore invited to submit an annual report on its QMS for 2024 in accordance with Chapter 21 of the Guidelines in the form of a full report, indicating the changes from the report submitted for 2023. The introduction to the report should include a summary with all the changes to the QMS since the previous report and other matters of likely interest.

A template to complete the report is available on the electronic forum of the Quality Subgroup. Details on how to join the forum can be requested by email to [pct.mia@wipo.int](mailto:pct.mia@wipo.int).

Your Office is invited to submit its report by February 28, 2025, preferably by uploading it directly to the appropriate page of the electronic forum of the Quality Subgroup, or alternatively, by sending it by e-mail to [pct.mia@wipo.int](mailto:pct.mia@wipo.int).

*2. Paired Review and Small Group Discussions of Quality Management Systems*

At the fourteenth informal meeting of the Quality Subgroup, International Authorities discussed the paired review and small group discussions of QMS (see paragraphs 7 to 12 of Annex II to document PCT/MIA/31/11).

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### Paired Review Sessions

The Subgroup recommended that the International Bureau of the World Intellectual Property Organization (WIPO) invite International Authorities to participate in the paired review sessions when requesting the annual reports on their QMS. The sessions would take place shortly after the PCT Working Group to allow the possibility to provide feedback and suggest issues that could be followed up in small group sessions or in the Quality Subgroup. The International Bureau proposes that the paired review sessions should take place in virtual format before March 31, 2025.

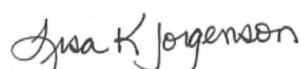
Your Office is invited to participate in the paired review sessions. If your Office wishes to participate, you should indicate this at the same time as submitting the annual QMS report, or by sending an e-mail to the International Bureau at [pct.mia@wipo.int](mailto:pct.mia@wipo.int) by February 28, 2025, at the latest. After this date, the International Bureau will contact participating Authorities with details of the pairings.

### Small Group Discussions

The Subgroup recommended that the International Bureau invite International Authorities to participate in the small group sessions when requesting the annual reports on their QMS. Authorities could, however, propose small group discussion sessions at any time during the year. Participation would be open to all International Authorities, but each session would only involve a few Authorities, and several sessions could take place on the same topic. When proposing discussion topics, Authorities would indicate a preference for in-person discussions or virtual sessions, and any preferred timing, noting that in-person discussions involving the relevant experts during any year may be limited to an in-person meeting of the Quality Subgroup or the margins of the PCT Working Group.

Your Office is invited to propose discussion topics for small group discussion sessions through posting on the Quality Subgroup electronic forum, or by sending an e-mail to the International Bureau at [pct.mia@wipo.int](mailto:pct.mia@wipo.int). Any proposal should indicate a preference for timing and either in-person or virtual sessions, and whether your Office is willing to lead the session. While proposals for small group discussion sessions can be made at any time, the International Bureau intends to review all proposals received before April 11, 2025, following completion of the paired review sessions. After this date, the International Bureau will invite International Authorities to participate in proposed small group discussions to take place in time for any follow up before the next informal meeting of the Quality Subgroup, expected to take place in October/November 2025.

Yours sincerely,



Lisa Jorgenson  
Deputy Director General  
Patents and Technology Sector