

WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

STANDING COMMITTEE ON INFORMATION TECHNOLOGIES

ANNUAL TECHNICAL REPORT

2001

ON PATENT INFORMATION ACTIVITIES*

submitted by

GHANA

An annual series of reports on the patent information activities
of members of the Standing Committee on Information Technologies

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– The term “patent” covers utility models and SPCs.
– Information related to design patent activities reported by industrial property offices issuing design patents is included in the series of documents SCIT/ATR/ID.

**WORLD INTELLECTUAL PROPERTY ORGANIZATION
STANDING COMMITTEE ON INFORMATION TECHNOLOGIES
ANNUAL TECHNICAL REPORT ON PATENT INFORMATION
ACTIVITIES**

SUBMITTED BY GHANA

1. Evolution of Patent Activities:

The year 2001 witnessed an increase in the total number of application filing and grant as against the previous year. A total of 215 (Two Hundred and Fifteen) applications were received out of that 202 (Two Hundred and Two) were via ARIPO and 12 at the national office.

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

- Matters concerning patents are published in the Industrial and Commercial Bulletin, and also posted on the Notice Board of the Patent Registry.
- Currently the office has a weekly broadcast on a radio station where it informs listeners about industrial property issues among other programmes being carried out by the Registrar General's Department.
- Information is stored on paper.
- We wish to record our deep appreciation to WIPO for the provision of Computer equipments to the office, for the management of electronic archiving of documents and information, which would improve information technology aspects of registration services, and it would be in use before the end of the year.

iii. Matters concerning abstracting, classifying, reclassifying and indexing of Technical information contained in patent documents:
The classification system used in the International Patent Classification (IPC).
An application which is in a language other than English, must be accompanied
By an English translation verified to the satisfaction of the Registrar.

iv. Search file establishment and upkeep

On receipt of a patent application, it is examined for compliance with the formal requirement, which are the date of lodging/receipt, name of applicant, name of agents, title of invention, fee paid, receipt endorsed. Whether it

contains a declaration claiming priority as provided for in the Paris Convention. Where it is a foreign application the applicant shall at the request of the Registrar furnish him with information concerning corresponding foreign applications and grants.

- An application that complies with the formal requirement is classified According to the International Patent Classification (IPC), the date of acceptance is endorsed on the folder, and the necessary information is recorded in the various index cards, appropriate lodging sheet and the register.
- The agent is notified of the acceptance, and on payment of the grant and Publication fee, it is advertised in the Industrial and Commercial Bulletin. After a period of three months from the publication of the grant, and in the absence of any objection, a certificate of the grant is issued to the applicant. Particulars of all patents granted are recorded in the patent register.
- In order to maintain an application or a patent, an annual fee is paid starting with the second year after the date of the filing of the application.
- However an application for a patent relating to technical fields shall be the Subject of an examination as to substance, as may be directed by the Minister of Justice and designate the authority/agency by which the examination is to be carried.
The office updates its register by recording licenses, assignments and transmissions of rights, where applicable.
Documents are stored in paper form in files and kept in cabinets at the Registry. C.D Roms received from WIPO and the U.S. Patent and Trademark Office are maintained and considered as part of the available search file.
- v. **Activities in the field of Computerized and other Mechanized Search Systems:**
The Office is making strenuous attempts to install the equipments provided by WIPO and it would be of immense help if WIPO could come to our aid, as earlier agreed upon.
- vi. **Administration of the industrial property office library and services available To the public (relating to facilities, eg. for lodging applications, for assisting clients on searching procedures, for obtaining official publications and registry extracts).**
- Applications for grants of patents are lodged at the Patent Registry, in Triplicate on Form No. 2 together with the prescribed fee. The applicant, inventor or agent shall furnish the Registrar with their full names, addresses and nationality. A special desk was set up to give advice to the public on patent filing. Internal procedures were also being revised to eliminate unwarranted delays. Applicants are also encouraged to walk into the Registry

at any time of the day during working hours to make enquiries and conduct searches.

Recognising the usefulness of patent information, the Registrar-General's Department and the Institute of Industrial Research of CSIR with assistance from the WIPO have since the late 1992 established a Patent Information Service unit at the Institute with the objective of providing domestic and foreign patent information on sources of scientific and technological capabilities for the benefit of inventors and research and development personnel.

vii. **Matters concerning mutual exchange of patent documentation and information:**

- Applications are filed in paper forms and could also be submitted by facsimile.

The Office is presently making strenuous attempts to install the said computer equipment provided by WIPO in 1999, and is yet to be trained on the in-house desktop publishing techniques as well as WIPONET, which involves data transfer and network.

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

- The Office did not take part in any education training in the use of patent Information, including technical assistance to developing countries. We also did not receive consultants, experts and trainees from other developing countries.
- The Office held a press briefing on WIPO day 26th April, 2001 in its efforts To raise public awareness about Intellectual Property Rights and the benefits of the I.P. Systems. The office would appreciate training programme, which would immensely contribute towards the development of human resource and also help promote awareness in this field.

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