

## RECOMMENDED CONTENTS OF ANNUAL TECHNICAL REPORTS ON TRADEMARK INFORMATION ACTIVITIES

The Annual Technical Report of 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 trademarks 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, microfilming, 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 and microforms;
- Documentation from other offices maintained and/or considered part of the available search file.

V. Activities in the field of computerized trademark search systems:

- Inhouse 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:

1. Hardware:

- Server Alpha 2100, 64 Mo Ram, 16 GO HDD in RAID.
- Workstation - 29 computers, minimum Pentium 100 MHz, 16 MoRam, minimum 600 Mo HDD.
- Network type - Ethernet, 10 Mo/second.

2. Software:

- Server:
  - Digital Unix
  - Informix V 72
- Workstation
  - Windows 95 as Operating System
  - TCP/IP for network connectivity
  - "Common Software", a large Client Application, developed in Hyperscript tools 4.1.5, used to gain acces to data base.

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.