# Digitization Guidelines Survey

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## Introduction

### Background

At the thirteenth session of the Committee on WIPO Standards (CWS), the International Bureau presented document CWS/13/28 reporting on challenges that Offices were experiencing in the digitization of their IP documentation. The International Bureau also noted the result of a previous survey of CWS Members on the problems experienced in exchanging IP data where Offices indicated that digitization of their IP document was one of the major obstacles in improving data exchange with other Offices. Specific challenges noted in the CWS working document included poor OCR quality, poor layout detection and badly tagged information when producing instances compliant with WIPO Standards ST.36 and ST.96. However, it was acknowledged that this was a non-exhaustive list.
As a means to have a more comprehensive picture of the challenges experienced by Offices when digitizing their IP documentation, the CWS agreed that the International Bureau conduct a survey by issuing a joint CWS and PCT Circular, inviting the members of both bodies to provide their responses to the questions provided.

### Purpose

The purpose of this survey is to gather feedback regarding the challenges experienced during digitization of industrial property (IP) document collections. Based on the feedback received in response to this survey, an initial draft of a set of guidelines will be produced by the International Bureau. So we actively encourage your participation.

Should you have any questions, do not hesitate to send an email to cws.surveys@wipo.int. If you require training assistance with WIPO Standards, you can contact us at standards@wipo.int.

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## Identification page

**1) Please enter the ST.3 code of the member state or inter-governmental organization you represent.***

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**2) Please enter the name of the Office or Organization you represent. For instance, International Bureau of WIPO.**
**If your organization name is the same as your ST.3 code name, you may put "n/a".***

_____

**3) Name and position of contact person.***

_____

**4) Please enter your email address so we can contact you if we have questions about your response.***

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## General questions

**5) Is your national patent collection part of the PCT minimum documentation or does your Office contribute your IP documentation to one of WIPO's databases? Please select all that apply.**

[ ] Patentscope

[ ] Global Brands Database

[ ] Global Design Database

[ ] PCT minimum documentation

[ ] Other (please specify): _____*

**6) What file or document format(s) does your Office accept at filing for IP applications? Please select all that apply.***

**For industrial design collections:***

[ ] XML

[ ] PDF

[ ] Image-based

[ ] JSON

[ ] Media-based formats (e.g., MP3)

[ ] Paper

[ ] Other (please specify): _____*

[ ] Not applicable

**For patent collections:***

[ ] XML

[ ] JSON

[ ] PDF

[ ] Image-based

[ ] DOCX

[ ] Paper

[ ] Other (please specify): _____*

[ ] Not applicable

**For trademark collections:***

[ ] XML

[ ] JSON

[ ] PDF

[ ] Image-based

[ ] Media-based formats (e.g., MP3)

[ ] 3D formats

[ ] Other (please specify): _____*

[ ] Not applicable

**7) In what language(s) do you publish your IP documents in? Please provide a full list of 2-letter language codes.**

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**8) In what format(s) do you publish or disseminate your IP collection? Please select all that apply.***

**For industrial design collections:***

[ ] WIPO Standard ST.96

[ ] WIPO Standard ST.86

[ ] Image-based

[ ] 3D formats

[ ] PDF

[ ] Media format (e.g., MP3)

[ ] Other (please specify): _____*

[ ] Not applicable

**For patent collections:***

[ ] WIPO Standard ST.36

[ ] WIPO Standard ST.96

[ ] PDF

[ ] Plain text

[ ] JSON (e.g., WIPO Standard ST.97)

[ ] Other (please specify): _____*

[ ] Not applicable

**For trademark collections:***

[ ] Image-based

[ ] WIPO Standard ST.66

[ ] WIPO Standard ST.96

[ ] Media formats (e.g., MP3)

[ ] 3D formats

[ ] PDF

[ ] Other (please specify): _____*

[ ] Not applicable

**9) In what format(s) does you Office publish the bibliographic data associated with the format(s) indicated in question 8? Please select all that apply.***

**For industrial design collections:**

[ ] XML

[ ] PDF

[ ] JSON

[ ] Plain text

[ ] Other (please specify): _____*

[ ] Not applicable

**For patent collections:**

[ ] XML

[ ] PDF

[ ] JSON

[ ] Plain text

[ ] Other (please specify): _____*

[ ] Not applicable

**For trademark collections:**

[ ] XML

[ ] PDF

[ ] JSON

[ ] Plain text

[ ] Other (please specify): _____*

[ ] Not applicable

**10) If your Office produces XML or JSON instances and does not validate these instances before publication, please provide your reasoning below.**

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**11) Does your Office publish the color drawings they receive, if they are permitted during the filing of a patent application? ***

( ) Yes

( ) No

( ) Not applicable

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## Digitization activities

**Logic: Show/hide trigger exists.**

**12) Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?***

( ) Yes

( ) No

**Logic: Hidden unless: #12 Question "Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?" is one of the following answers ("Yes")**

**12.1. How are or were these documents or associated data transformed from the format you received? e.g., paper document manually scanned and OCRed or DOCX converted to XML.**

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**Logic: Hidden unless: #12 Question "Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?" is one of the following answers ("Yes")**

**12.2. If you rely or relied on a third party to perform the digitization of your documents, why did you reach this decision?**

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**Logic: Hidden unless: #12 Question "Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?" is one of the following answers ("Yes")**

**12.3. Does your Office use or did you use any IT tools, in particular AI tools, in the digitization process that you find particularly useful?**

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**Logic: Hidden unless: #12 Question "Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?" is one of the following answers ("Yes")**

**12.4. What are or were the biggest technical challenges you have experienced in digitizing your documents? e.g., extracting drawings or chemical formulae from a patent application. Please provide further details in the comments box below, including how you overcame these challenges and the relevant IP right type.**

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**13) If your Office is considering future digitization activities, please provide details regarding the tools you are considering, in particular AI tools, and include your reasons for selecting them for potential use in digitization.**

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**14) Please provide any other feedback regarding capacity building for the digitization of IP document collections.**

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