

TM5

Trademark Archives Management and Administration

Revision History

Version	Date	Lead Office
1.0	2021/11/4	CNIPA

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1. Background

With the increase of trademark applications and the proportion of trademark e-filings, the volume of trademark electronic archives is growing, while at the same time traditional paper archives are being electronically converted. The management and application of trademark archives have become an important issue for TM5 offices in the future management and information technology development. However, no project related to trademark archives management and administration has been carried out under the framework of TM5.

In 2020, CNIPA circulated a questionnaire on trademark archives management to the TM5 Partners. With all Partners' support and feedback, we find that the common practices of trademark archives management in TM5 offices are mainly focused on the reduction of paper documents, the digitization of paper documents, the permanent preservation of electronic documents with back-up support and the periodical destruction of paper documents. However, the information of practical details and the use of trademark archives had not been further exchanged through the questionnaire.

Through the project, on the basis of the previous exchange, the Partners will have a further communication on the manner and scope of the archives preservation, management and administration of paper and electronic archives.

2. Project Definition

2.1. Project objectives

The project aims to share the information related to the manner and scope of the archives preservation, management and administration, both in paper and electronic form, within TM5 offices. By learning from the experience of others', the offices can improve the management and operation of the trademark paper and electronic archives.

Phase 1: Compiling and sharing partners' answers to 2020 questionnaire

Lead office will compile the Partners' answers to questionnaire provided by CNIPA in 2020 and circulate to Partners for reference.

Phase 2: Discussion and information exchanging

Participating offices provide:

Information on their trademark archives management and administration practice.

- The trademark archives in this project refer to the records in various forms and carriers with preservation and utilization value formed by the IP offices in the process of trademark authorization and confirmation, including paper documents, electronic documents, and physical evidence, etc. The files can come from the paper and electronic documents submitted by the applicants generated by the offices, or all the electronic documents converted from the paper documents.

The project will address in particular the following aspects of discussion and information exchange:

- (a) Trademark archives system, including the legal regulations related to trademark archives; internal management system of partner offices, such as administrative regulations on archives lending and reading, archives retention period and so on; the situation of archives management department in each office, including the competent department and its responsibilities, personnel situation and other relevant information.

- (b) Trademark archives administration, including the degree of digitization of paper archives, the use of data and archive files, etc.
- (c) Public availability of and public access to trademark paper and electronic archives, e.g., is there public access to paper files, public access to electronic trademark files only from authorized search rooms, public access to electronic trademark files from any internet connection, public access to the same trademark electronic archives as examiners and IP office staff use, etc.

The aforesaid discussion and exchange could be carried out through filling in the questionnaire.

The lead offices will compile and share the report containing the information filled in the questionnaire with partners.

2.2. Project scope and exclusions

It is in the scope of the project:

- The experience and practice of trademark archives management; other issues related to trademark archives in which Partners are interested.

It is out of the scope of this project:

- Any sensitive information involved trademark archives and data security.

2.3. Desired outcome

With the questionnaires filled in by the offices, the lead office will collect, sort out and analyze the management and administration practice of TM5 offices and share the report with Partner offices.

3. Outline Project Plan:

Date	Deliverable/milestone
May 2021	The lead office sends the project proposal to Partner offices for discussion.
By the end of August 2021	The lead office collects the feedback of Partners and amends the project proposal for discussion at the working-level meeting of TM5.
November 2021	The final project proposal is submitted for approval at the 2021 TM5 Annual Meeting.
February 2022	Start phase 1: Lead office compiles the Partners' answers to questionnaire provided by CNIPA in 2020 and circulates to Partners for review and updating.
By April 1, 2022	Start phase 2: Lead office will circulate the new draft questionnaire to Partners for comments.
By May 1, 2022	Participating offices make their suggestions on the draft questionnaire.
May 2022 - September 2022	The lead office will distribute the revised questionnaire to the Partner offices

	for completion and analyzes the questionnaires after completion..
2022 TM5 Annual Meeting	The lead office will share the result report with Partner offices.

4. Roles and Responsibilities

Lead Office:

- Responsible for making questionnaire.
- Responsible for sorting out and analyzing the questionnaire filled in by the participating offices; drafting the report;

Participating Offices

- Making suggestions on the content of the questionnaire and filling in the questionnaire.

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5. Acceptance Criteria for the deliverables

- Reports on the trademark archives management and application practice in TM5 offices.

6. Financial arrangements

1. The TM5 Partners will bear their own expenses for transportation, accommodation, and travelling during the arranged meetings.
2. The TM5 Partners will bear parts of the costs according to the agreed responsibilities, e.g., Partners the cost of filling in the questionnaire, CNIPA the costs of making questionnaire and compiling the report.

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