



**DELTA PATENTS**



Training for IP Administrators

# IP ADMINISTRATORS

3-DAY

GENERAL ASPECTS PATENTS +

CORE EPC PROCEDURES

# DELTAPATENTS WELCOMES YOU

## Why DeltaPatents?

DeltaPatents is a **patent attorney firm** based in the Netherlands with a passion for quality. We provide the highest quality advice and service to public and private companies at various stages of growth from start-up to Fortune 500. All our patent specialists have a deep technological knowledge and extensive industrial experience at companies like Philips, NXP, ASML, AstraZeneca and Shell. Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

Our client's needs vary when it comes to patenting routes and level of support needed, and we are able to adapt to their needs and work together with local in-house support staff. This gives us a wide range of knowledge over a broad spectrum of patent procedures.

We are proud to be a leading training organisation for Patent Attorneys for over a decade, offering a complete range of training modules for the European Qualifying Examination – EPC and PCT, and various other IP subjects.

*"It was a pleasure to study with such a skilled and nice instructor"*

Our **blogs** keep you up-to-date on the EQE, Case law, Patent procedures, Unitary Patent and Dutch IP News.



In 2006 we started **training IP support staff**, culminating in a full training program preparing for the official Dutch Formalities Officers exam. The training modules are now offered throughout Europe.

Our training focuses on giving insight and understanding, and ensuring that the acquired knowledge can be practically applied. Unique for DeltaPatents is that we thoroughly train and guide our tutors. For our tutors, training is a profession, mastered by teamwork and frequent involvement in courses. We take feedback of attendants seriously and act on it. For us, quality and customer satisfaction are essential.

*"Education is not the learning of facts,  
but the training of the mind to think"*  
Albert Einstein

Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

## DeltaPatents' personal touch

We believe in teaching and treating candidates with a personal touch. You will be trained in small groups, giving ample opportunity to discuss unclear issues in more detail and get personal assistance.

Hospitality is important to us. For candidates staying in Eindhoven for a couple of days, we always organize a social event, such as a dinner or a trip to a local place of interest.

We welcome email contact with our tutors to ask follow-up questions, to clarify course materials or to report mistakes.



# IP ADMINISTRATORS COURSE

## 3-DAY GENERAL ASPECTS PATENTS + CORE EPC PROEDURE

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### Objective

Working in patent administration is highly complicated due to the many (slightly) different procedures. Our courses aim at providing specific training at many aspects of these procedures to improve both knowledge and skills of the participant.

In this module participants will obtain knowledge of 'overall issues' like the priority concept, patent routes and systems, inventor-/ownership, and representation. After attending this module the participant will be able to file a (priority) application and a European patent application (fax and electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities examination. Participants will have a good insight in time limits, remedies (like further processing) and fee payments and will be able to put the knowledge into practice.

Furthermore the participant will have knowledge of the EPC procedure from search to examination as well as of the validation procedure including translations according to the London Agreement. The participant will also be able to carry out and monitor the main procedural steps during all these phases.

### Structure and approach

This 3-day module is the first in a series of comprehensive training courses for IP Administrators. Other modules are:

- PCT Procedures + Foreign Systems (3-day)
- NL Patent Procedure + Changes of Ownership (1-day)
- Trademarks and Designs (2-day)

- Exam Training (1-day)

It is possible to enrol for the complete series of courses, or to enrol for separate modules, according to your needs. However, attendants of separate modules should keep in mind that those are part of a full training program and the tutor will make connections to knowledge acquired in previous lessons. Furthermore, subjects may be treated less extensively, to avoid overlap with earlier lessons.

Our focus is to create insight and a thorough understanding of the several procedures. We not only explain what actions should be taken and when, but more importantly why they should be done and how. Our explanations follow the natural course of applications from filing to grant, so as to be consistent with the daily practice of IP Administrators. Additionally, issues during the preparation for filing and after grant are covered.

The information is communicated to participants by presentations using overhead sheets. After each presentation, comprehension of the topics is tested with exercises and cases.

To stay close to daily practice we use the forms and official letters of the EPO in a format that follows an application from filing to grant. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to the EPC Guidelines and Guide for Applicants for further reading.



In between the sessions candidates are required to make homework, part of which we aim to discuss during the next session.

We recommend that participants reserve a sufficient amount of time for studying the material and doing homework. A rough indication for this module is 20 to 30 hours.

## Who should attend?

IP Administrators and other IP support staff, either from an industrial in-house IP department or from private practice, who wish to obtain in-depth knowledge on the European patent procedure. It is advisable that attendants have some experience in the field of patents.

## Contents of this module

This 3-day course covers the general aspects of patents and the core procedures of the EPC (European Patent Convention) from filing to grant. During this course we focus on explaining some general issues like inventor-/ownership issues, representation before the Patent Offices, the priority system, and the core EPC procedure for filing, examination on filing and the formal requirements. Furthermore we deal with search, publication, substantive examination, grant and national validation. Also, time limits, remedies and fee payments are covered. Recent or upcoming changes in the EPC are also explained.

## Topics included:

### General Aspects Patents

- Ownership (inventor vs. applicant)
- Introduction patent procedure
- Representation before Patent Offices
- Patent routes and systems (national, regional, international)
- Priority concept

### Information on the EPC

- Relevant sources of information
- Overview of online databases and services

### EPC Time limits

- Types of periods/time limits, triggers
- Notification, 10-day rule
- Calculation of time limits
- Extension of office time limits

### EPC Remedy system

- Correction of errors
- “Loss of rights” communication

- Further processing
  - Requirements, exclusions
- Re-establishment of rights
  - Requirements, exclusions
  - Cause of non-compliance, all due care
- Appeal

### EPC Filing the patent application

- What to file and pay
  - Request-for-grant form
  - Content of the application
  - Official fees
- Where to file
  - Filing at national authority
- How to file at the EPO (fax, online)

### EPC Filing date requirements and examination

- Filing date: requirements
- Legal effect of filing date
- Filing date: examination, accordance of date
  - Corrections in filing date requirements
- Missing parts – General

### EPC Formal requirements and examination

- Overview of formal requirements
- Examination of formal requirements and remedies
  - Invitation to correct defects
  - Time limits
  - Correcting defects
- Requirements for further documents

### EPC Divisional application

- What is a divisional
- Filing a divisional application
  - Who may file
  - What, where and how to file
  - Until when to file: ‘pending’
  - Language of the divisional application
  - Fees: filing fee (generation system), search fee, claims fees, designation fee, examination fee, renewal fees

### EPC Search and search report

- When is the search expected
- Search fee, refund
- Contents of the Extended European Search Report, documents found in search
- Special procedures:
  - Conciseness, independent claims
  - No meaningful search
  - Lack of unity
- Transmittal of search report, incomplete search
- Amendments allowed after receiving search report
- Acceleration of the search
- Invitation to respond to search opinion



### EPC Publication of the patent application

- Background of publication
- When published?
- Contents and form publication, publication server
- European Patent Register
- Types of publications
- Preventing publication, withdrawal application, technical preparations

### EPC Request for examination and substantive examination

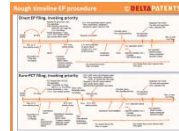
- Requesting examination, paying the examination fee
- Paying the designation fee
- Response to search opinion
- Substantive examination – office actions, response to office actions, amendments
- Oral proceedings, telephone interview
- Decisions:
  - Refusal
  - Intention to grant, fees, translation of claims, late amendments
  - Decision to grant, mention of the grant, publication
- National validation, London Agreement

### EPC Fees

- General structure
- Fees for applications
- Calculation renewal fees
  - European patent applications, divisional applications
- Rules relating to fees
  - Reduction and refund of fees
- Payment:
  - deposit account
  - automatic debiting

## Training material

A comprehensive set of high quality, up-to-date training materials will be provided including:



- All **overhead sheets** used during the presentations.
- **Unique set of flow charts** that visually explain the various procedures, summarize the steps to be taken and show parts of official letters of the Patent Offices
- A comprehensive set of **forms and official letters** of the EPO (if not available online on websites of Patent Offices)

## Course highlights

For our internalising training:



- **Cases and questions** (open and multiple choice) and **'Life of a file'** to assist participants in internalising the information.

*“Practically oriented plus background info for day-to-day work”*





## Course date and location

The course will be held on **5 and 23 November 2015** and **15 December 2015** at the office of DeltaPatents, Fellenoord 370, 5611 ZL Eindhoven.

## Course language

The material will be provided in English. Tuition will be in English (or Dutch if all participants agree).

## Attendance limited to 20

This limitation will give participants the opportunity to thoroughly discuss all the issues covered by the course program.

## Certificate

Each participant will be given a certificate of attendance.

## Registration

The price of this three-day course is €1.170. Registration is possible ultimately until **16 October 2015**.

It is also possible to enrol for the full training program at once (9 course days), the price is €3.510. A further possibility is to enrol for the full training program including the exam training (10 course days) at once, the price is €3.900.

Please note that priority will be given to candidates enrolling for the full training program. The ultimate date of registration for the full program is **16 October 2015**.

Members of the Dutch Platform Formalities Officers receive a reduction of 10%.

Prices include tuition, course materials, refreshments and lunch. A registration fee of €65 is charged for each booking. For a company booking of several courses at the same time, only one administrative fee of €65 will be charged. All prices are exclusive of VAT (currently 21%).

Please use the enclosed registration form to enrol and send it to us by email or fax. You may also register online: [www.deltapatents.com](http://www.deltapatents.com).



EP-wide in-house training

## Training locations

We do not only provide training in our base in Eindhoven, the Netherlands, but many of our training modules are available at several locations in Europe to minimize your travel costs.

## In-house training

All courses can also be given in-house. If required, a module can be tailored to your local organizational needs. Please contact us if you are interested in inviting us to your office.



**“I AM VERY  
IMPRESSED WITH  
THE QUALITY  
AND  
KNOWLEDGE  
LEVEL.”**



**Debby de Brouwer**  
DeltaPatents



**Jelle Hoekstra**  
DeltaPatents

## Meet the Tutors

- **Debby de Brouwer** is a tutor and certified Formalities Officer at DeltaPatents. She has been working as an all-round Formalities Officer in private practice since 2004 and has acquired in-depth knowledge over a broad spectrum of patent procedures. She passed the Formalities Officers Exam and is a certified member of the Dutch Platform Formalities Officers.
- **Jelle Hoekstra** is a founding partner of DeltaPatents, and an experienced tutor. He has been involved with Intellectual Property for more than 20 years in industry and private practice. He is a European Patent Attorney and author of several books on the EPC.



**Simone Koster**

## Contact

**For more information** please visit the DeltaPatents website ([www.deltapatents.com](http://www.deltapatents.com)) or contact Simone Koster at DeltaPatents ([fo-training@deltapatents.com](mailto:fo-training@deltapatents.com)).





# REGISTRATION FORM

You may register by **fax** + 31 40 2366708 **mail** DeltaPatents B.V., Fellenoord 370, 5611 ZL Eindhoven, the Netherlands  
**website** www.deltapatents.com **email** fo-training@deltapatents.com

name

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how many years of experience in field of patents? all round IP Administrator?  yes/no

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company

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company address

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private address (town)

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office address (town)

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billing-address (if different), including email address and phone number

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purchase order VAT-number

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tel. no.

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e-mail address

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member Platform FO yes/no

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A registration fee of €65 is charged for each booking. If more than one course is booked at the same time, only one administrative fee of €65 will be charged. All prices are exclusive of 21% VAT. No VAT will be charged if a VAT-number is provided on this form.

3-day  Dates: 5 November 2015 – 23 November 2015 – 15 December 2015 Price €1.170

General Aspects

Core EPC

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3-day  Dates: 5 January 2016 – 26 January 2016 – 16 February 2016 Price €1.170

PCT Procedures

Foreign Systems

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1-day  Date: 8 March 2016 Price €390

NL Procedures

Changes Ownership

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2-day  Dates: 22 March 2016 and 12 April 2016 Price €780

Trademarks & Designs

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Full Program  Period: November 2015 – April 2016 Price €3.510

(9 days) without Exam Training

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Full Program  Period: November 2015 – April 2016, Exam Training: 19 April 2016 Price €3.900

(10 days) including Exam Training

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**Cancellation policy: please check our website ([www.deltapatents.com](http://www.deltapatents.com)) for our cancellation policy**

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