



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

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, patenting routes and systems and inventor-/ownership. 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. During 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 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, patenting routes, 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 the EPO
- Patenting 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

EPC Filing the patent application

- Languages and fee reductions
- 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 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 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 Appeal

- Overview of appeal procedure

EPC Opposition

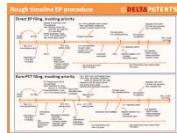
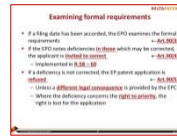
- Overview of opposition procedure

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”



In 2021 (and 2022) we offer online training

With the Covid-19 crisis still going on and not knowing how the situation will develop in the upcoming months, we have decided to offer our courses as online training, using video sessions with the WebEx system. For the video sessions, we will use WebEx, which we used last year also for the training, preparing for the Exam in 2022.

With this system you can interact with the tutor and the other candidates, ask questions and give answers to the questions of the tutor.

It requires you to have a system with internet connection, a microphone and a speaker (you may wish to consider a headset); preferably you use a laptop or other computer, but WebEx is also available on smartphones and tablets. For the online training we have divided the topics to be presented in blocks.

Each course day will be split in two and will be scheduled on Monday and Tuesday mornings from 09.00 to 12.30 hrs.

The

Course date

The course will be held on **11-12 October 2021**, **1-2 November 2021** and **22-23 November 2021**.

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.

Exam

The Dutch Exam for Formalities Officers is usually held in May each year. The Exam Committee of the Platform Formalities Officers has established a list of knowledge and competences that a certified Formalities Officer is expected to have.

It is necessary to register for the exam via secretariaat@formalitiesofficers.nl and pay a fee. The fee level is lower if you are a member of the Platform FO.



Full program for the Dutch exam

The full program for IP Administrators, preparing for the Dutch exam, consists of the following modules:

General Aspects – Core EPC Procedures - € 1.278

PCT Procedures – Foreign Systems - € 1.278

NL Procedures – Changes of Ownership - € 426

Trademarks & Designs - € 852

Exam Training - € 426

Full program (9 days) - € 3.834

Full program (10 days, incl. Exam Training) - € 4.260

Registration fee € 65

Time schedule

- 11-12 October 2021 General aspects. – Core EPC Procedures
- 1-2 November 2021 Core EPC Procedures
- 22-23 November 2021 Core EPC Procedures
- 13-14 December 2021 PCT Procedures
- 17-18 January 2022 PCT Procedures
- 7-8 February 2022 PCT Procedures – Foreign Systems
- 7-8 March 2022 NL Procedures – Changes of Ownership
- 28-29 March 2022 Designs
- 11-12 April 2022 Trademarks
- 9 May 2022 Exam Training (1 day course)



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



Diane Tweedlie



Jelle Hoekstra



Tanja la Cour

Meet the Tutors

- **Diane Tweedlie** is tutor for Pre-Exam, Main Exam Paper D and IP Administrators' courses. She is a European Patent Attorney in the field of Mechanical Engineering.
- **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.
- **Tanja la Cour** is tutor for Main Exam Paper C and IP Administrators' courses. She is a European Patent Attorney in the field of Life Science and Biotechnology and Manager IP Support.



Lea Wijnen

Contact

For more information please visit the DeltaPatents website (www.deltapatents.com) or contact Lea Wijnen at DeltaPatents (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** training@deltapatents.com

name

how many years of experience in field of patents?

all round IP Administrator?

yes/no

company

company address

private address (town)

office address (town)

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

purchase order

VAT-number

tel. no.

e-mail address

member Platform FO

yes/no

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: 11/12 October 2021 – 1/2 November 2021 – 22/23 November 2021 Price € 1.278

General Aspects

Core EPC

3-day Dates 13/14 December 2021 – 17/18 January 2022 – 7/8 February 2022 Price € 1.278

PCT Procedures

Foreign Systems

1-day Date: 7/8 March 2022 Price € 426

NL Procedures

Changes Ownership

2-day Dates: Designs 28/29 March 2022 – Trademarks 11/12 April 2022 Price € 852

Trademarks & Designs

1-day Date: 9 May 2022 Price € 426

Exam Training

Full Program Period: October 2021 – April 2022 Price € 3.834

(9 days) without Exam Training

Full Program Period: October 2021 – May 2022 Price € 4.260

(10 days) including Exam Training

Cancellation policy: please check our website (www.deltapatents.com) for our cancellation policy

DeltaPatents - Fellenoord 370, NL-5611 ZL Eindhoven **phone** +31 40 7876030 **fax** +31 40 2366708 **email** training@deltapatents.com