



**DELTA PATENTS**



Training for IP Administrators

# IP ADMINISTRATORS

3-DAY

PCT PROCEDURES +

FOREIGN SYSTEMS

# 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 PCT PROCEDURES + FOREIGN SYSTEMS

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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 on many aspects of these procedures to improve both the knowledge and skills of the participant.

By the end of this module, the participant will be able to file a PCT application using the RO/101 form (fax and electronic filing), invoke priority, deal with the most frequently occurring issues for getting a filing date, and deal with both formality and prosecution tasks during the rest of the international phase, EP regional entry and national entry in the US, China, India and Japan. Participants will have a good insight in time limits, remedies and fee payments and will be able to put the knowledge into practice. Furthermore the participant will be able to perform and monitor the main procedural steps during all these phases.

The participant will also gain insight in what he/she might encounter during the different national phases like requesting examination, filing of assignment, Power of Attorney, IDS, payment of issue fees, renewal fees, etc.

### Structure and approach

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

- General Aspects Patents + Core EPC Procedures (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 national entry, so as to be consistent with the daily practice of IP Administrators. Additionally, issues during the preparation for filing and after regional/national entry 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 Receiving Office, ISA, IPEA, etc. in a format that follows an application from filing to entry into the regional/national phase. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to the PCT Applicant's Guide, 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 PCT International phase and the national/regional phase EP, US, CN, IN, JP. It is advisable that attendants have some experience in the field of patents.

## Contents of this module

This 3-day course covers the core procedures of the PCT (Patent Cooperation Treaty) and regional entry in EP. We also cover national entry into US, Japan, China, India and Japan and how to interact with agents in those countries.

## Topics included :

### Information on the PCT

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

### PCT Introduction

- PCT background & advantages
- Patenting routes
- Structure of the PCT
- PCT Chapter I and Chapter II
- International phase / National phase
- Offices and their roles (International Bureau, Receiving Office, ISA, IPEA etc.)
- Priority
  - restoration of the right to priority
- Agents and common representatives

### PCT Time limits

- Types of periods/time limits, triggers
- Notification
- Calculation of time limits
- 'Considered in time'
- Extension of time limits

### PCT Remedy system

- Overview of remedies
- Invitations
- Correction of obvious mistakes
- Review and excuse procedure - general

### Filing the international application

- The applicant; right to file
- What to file and pay
  - Request form RO/101
  - Content of the application
  - Official fees
- Where to file the international application:
  - Choice of Receiving Office
    - Nationality / residence applicant
    - Other aspects influencing choice
- How to file (fax, online)

### Filing date requirements and examination

- Filing date: requirements
- Legal effect of filing date
- Filing date: examination, accordance of date
  - Correcting deficiencies in filing date requirements
- Missing elements and parts - general

### Formal requirements and examination

- Formal requirements, examination and remedies
- Requirements for further documents



### International search

- International Search, competent International Searching Authority [ISA]
- Search fees and refund
- PCT-Direct
- Special procedures:
  - Lack of unity
  - No meaningful search
- International Search Report [ISR], written opinion of ISA
- Amendment of the claims after receipt of ISR (Art.19)
- Supplementary International Search (SIS)

### International publication

- Background of publication
- When published?
- Contents and form publication, access to files
- Languages of publication
- Preventing publication, withdrawal application, technical preparations
- Third party observations

### International preliminary examination

- International preliminary examination
  - What to file and pay?
  - How to file?
  - Competent IPEA
  - Written opinion of IPEA
  - IPER = IPRP (Chapter II)
- EPO as IPEA
  - When to file amendments?

### PCT Fees

- General structure
- Fees for applications
- Amount and currency
- To which authority must fees be paid
- How to pay
- Main differences compared to EPC

### National phase – general

- End of PCT International phase
  - Early entry
- Acts for entry into national phase:
  - time limit for entry
  - translation international application
  - fee payment
  - amendment before dO/eO
  - declarations
  - priority documents
  - representation

### Regional entry EPC

- Euro-PCT – EPO as dO/eO
  - Outline procedure regional phase
    - Supplementary search or not
    - Substantive examination
- Acts for entry into EP regional phase, e.g.
  - Form 1200 - EP entry into the regional phase
  - What to file and pay?
    - Basis for entry
    - Translations
    - Priority search results
    - Official fees
- Application deemed withdrawn
- Remedies
- Early entry

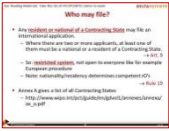
### Foreign systems

- Working with agents
- Basics in foreign patent procedures: US, CN, IN, JP
  - General requirements for direct filing
  - General requirements for entry national phase
  - Specific national obligations on/after entry
  - Requesting examination
  - Grant and post grant procedures
  - Specials in patent law

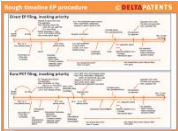


## Training material

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 Receiving Office, IB, ISA, IPEA, etc. (if not available online on websites of Patent Offices)



- **Cases and questions** (open and multiple choice) to assist participants in internalising the information.





## 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.

Except the Exam Training, this is scheduled on Monday from 09.00 till 17.00 hrs.

### Course date

The course will be held on **13-14 December 2021, 17-18 January 2022 and 7-8 February 2022.**

### 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 € 1.278. Registration for this module is possible ultimately until **19 November 2021.**

It is also possible to enrol for the full training program at once (9 course days), the price is € 3.834.

A further possibility is to enrol for the full training program including the exam training (10 course days) at once, the price is € 4.260.

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 **17 September 2021.**

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).

## 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)           |

## 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](mailto:secretariaat@formalitiesofficers.nl) and pay a fee. The fee level is lower if you are a member of the Platform FO.





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





Diane Tweedlie

## Meet the Tutor

- **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.



Lea Wijnen

## Contact

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