



# **DELTA PATENTS**

Training for IP Administrators

# **IP ADMINISTRATORS**

**2-DAY**

**PCT PROCEDURES**

# DELTAPATENTS WELCOMES YOU

## Why DeltaPatents?

DeltaPatents is a patent attorney firm based in the Netherlands with a passion for quality. The firm was founded in 2001 in Eindhoven, one of Europe's leading technology cities. We provide the highest quality advice and service to public and private companies at various stages of growths 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.

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"*

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.

In 2006 we started training IP support staff, culminating in a full training program preparing for the official Dutch Formalities Officers exam. The program is audited by the Dutch Platform Formalities Officers. 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, using flow charts, official forms and examples of correspondence from the Patent Offices. Our explanations follow the natural course of applications to be consistent with the daily practice of IP Administrators (Formalities Officers).

*"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

## 2-DAY PCT PROCEDURES

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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, 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 and EP regional entry. 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.

### Structure and approach

This in-depth module is one of the modules that have been audited by the Platform Formalities Officers in the Netherlands. Our modules are the only training recommended for preparing for the official Formalities Officers Exam organised by the Platform.

Other in-depth modules we offer:

- General Aspects Patents + Core EPC Procedures (3-day)

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. 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 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 flowcharts developed by ourselves that explain the various procedures visually. We refer to the PCT Applicant's Guide and the EPO's "Euro-PCT" Guide, for further reading.

### 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 procedure. It is advisable that attendants have some experience in the field of patents.



## Contents of this module

This 2-day course covers the core procedures of the PCT (Patent Cooperation Treaty) and regional entry in EP.

Recent or upcoming changes in the PCT are also explained.

## 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
- Delays in applicant/office receiving post
- Correction of obvious mistakes
- Review and excuse procedure

### Filing the international application

- What to file and pay
- Where to file the international application, the receiving Office
- Form RO/101
- Designation of the applicant, the inventor
- Signature, agent
- Languages and translations
- Reference to earlier search
- Fees
- Priority claim

### 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 elements and parts - General

### Formal requirements and examination

- Formal requirements, examination and remedies
  - Content of the application
  - Request form RO/101
  - Filing fee, transmittal fee, search fee
- Requirements for further documents

### International search

- International Search, competent International Searching Authority [ISA]
- Search fees and refund
- Special procedures:
  - Lack of unity
  - No meaningful search
- PCT Direct
- International Search Report [ISR], written opinion of ISA
- Amendment of the claims after receipt of ISR
- 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
  - Filing demand + fee payment
  - 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 Chapter I
  - IPRP (Chapter I)
- Acts for entry into national phase:
  - time limit for entry
  - translation international application
  - fee payment
  - naming of inventor
  - priority documents
  - representation
  - amendment before dO/eO

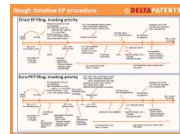
### Regional entry EPC

- Euro-PCT – EPO as dO/eO
- Acts for entry into EP regional phase, e.g.
  - Supplementary search
  - Substantive examination
  - Renewal fees
  - Claims fees
- Application deemed withdrawn
- Form 1200 - EP entry into the regional phase

## Training material

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

- All **overhead sheets** used during the presentations.
- **Flowcharts** that visually explain the various procedures, summarize the steps to be taken and show parts of official letters of the Patent Offices
- A selection of reference materials like Annexes from the Applicant's Guide and Practical Advices from the PCT Newsletter
- **Cases and questions** (open and multiple choice) to assist participants in internalising the information.






## Course date and location

The course will be held on 7 and 8 Sept. 2020. Location is the office of DeltaPatents, Fellenoord 370 in Eindhoven.

Registration and coffee: 8.45 am.  
Course hours: 9.00 am - 17.00 pm.

## Course language

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

## Attendance limited to 10

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 2-day course is € 825. 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).

## Cancellation policy

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



*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.”**



**Diane Tweedlie**

## 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.



**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 **e-mail** training@deltapatents.com

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name

company

address

billing-address (if different)

billing e-mail or phone

purchase order

VAT-number

tel. no.

e-mail address

permission to use your e-mail address on our attendance list: 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.

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2-day  Dates: Eindhoven 7 and 8 September 2020  
PCT Procedures

Price € 825

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