

C. CWS 177

February 7, 2024

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Re: Request for IPOs to provide their Authority Files

Madam,
Sir,

At its eighth session, held in 2020, the Committee on WIPO Standards (CWS) requested that the Secretariat issue an annual Circular inviting Intellectual Property Offices (IPOs) to provide the International Bureau with updates to their authority file data, by the deadline of March 1 each year.

IPOs are hereby invited to provide any updates to their existing [WIPO Standard ST.37](#)-compliant authority files, or alternatively any updates to the date coverage range or update frequency if they host their own authority files.

IPOs which have not previously provided their authority file are also encouraged to provide their authority file data for the first time. In this regard, an IPO must provide in addition information regarding the date range for which the authority file is valid and any remarks regarding the frequency of the update that will be provided by that Office. Although a definition file is not mandatory, it is useful for IPOs to also provide this file to support the use of the authority file. An example is provided as Annex I to WIPO Standard ST.37.

It is recommended that IPOs host their own authority file and provide to the International Bureau a URL link for publication on the [WIPO Authority File Portal](#). If the IPO prefers to provide the International Bureau with its own authority file, then please contact the International Bureau for further instructions on means to provide it.

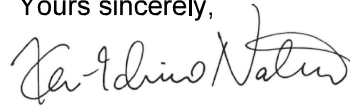
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At its eleventh session, the CWS approved the addition of Task No. 66 to its Work Plan, which is intended to support Offices in authoring their authority files in compliance with WIPO ST.37. Your Office is encouraged to inform the International Bureau of the type of specific support that will be required to produce a WIPO Standard ST.37-compliant authority file.

A set of general guidelines on how to produce a WIPO ST.37-compliant authority file is already available on the WIPO website (in [English](#), [French](#) and [Spanish](#)).

Please provide all authority file correspondence to standards@wipo.int before March 1, 2024. It would be appreciated if the number of this circular could be quoted as a reference in all correspondence.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ken-Ichiro Natsume', written in a cursive style.

Ken-Ichiro Natsume
Assistant Director General
Infrastructure and Platforms Sector