

AIPPI

**Extract Flow Chart Congress Geneva
June 19 - 24, 2004**

	TASK	RESPONSIBLE	DEADLINE
1.-11.	Deadlines already expired
12.	Mailing to National / Regional Groups with Working Guidelines, Protocols (in language available)	General Secretariat	03-06-2003
13.	Translation Working Guidelines	Translators Q152	27-06-2003
14.	Translations Working Guidelines to responsible Reporter General for review	AIPPI General Secretariat	Continuously upon receipt
15.	Sending back reviewed working guidelines translations by responsible RG	Reporter General in charge	04-07-2003
16.	Working Guidelines (e, g, f) on the Website (PDF - edited in Quark-X-Press)	General Secretariat	11-07-2003

17.	Start Proposing and recruiting Working Committee Members (Chairman, Co-chairman, Secretary, Members)	Bureau	01-09-2003
18.	request names of Delegates / Reporters of National and Regional Groups	General Secretariat	01-09-2003
19.	EXCO Meeting Lucerne 2003		25 to 28-10-2003
20.	Preparation of list of Delegates / Reporters of National/Regional Groups	General Secretariat	Continuously upon receipt of answers
21.	Group Reports From National / Regional Groups	National / Regional Groups	15-11-2003
22.	Group Reports to the responsible RG and Committee Chairmen	General Secretariat	Continuously upon receipt (due to time pressure)
23.	Lists Delegates / Reporters to be returned to General Secretariat	National / Regional Groups	28-11-2003
24.	Draft of Summary Report to other Reporters General	Reporter General in charge	09-01-2004

25.	List of Most important Reports to other Reporters General and General Secretariat	Reporter General in charge	09-01-2004
26.	Request to Committee Chairmen to designate Committee Members as Translators (E, F, G, S) for Summary Reports and during Congress (Resolutions)	General Secretariat	15-01-2004
27.	Meeting RGT - Draft Summary Reports	Reporter General Team	End of January 2004
28.	Answer Chairmen of Working Committees re Translators (E, F, G, S) of Working Committee for Summary Reports, Resolutions and during Congress	Chairman of Working Committee	13-02-2004
29.	Summary Report and Conclusions	Reporter General in charge	20-02-2004
30.	Letter to Chairmen of Working Committees and Committee Officers with request for 1st Draft Resolutions	General Secretariat	25-02-2004
31.	1st Draft Resolution	Chairman of the Working Committee / Reporter General in charge	01-04-2004
32.	Translations Summary Reports	Responsible Committee Members	01-04-2004

33.	Sending of 1st Draft Resolution (incl. Protocol) to the Delegates / Reporters of National and Regional Groups and Reporter General Team for e-mail discussion	Chairman Working Committee (By E-mail)	05-04-2004
34.	2nd Draft Resolution (with corresponding Translations)	Chairman and Members of the Working Committee / Reporter General in charge	14-05-2004
35.	Sending Final 2nd Draft Resolutions with Translations (English, French, German, Spanish) to General Secretariat	Chairman of Working Committee	01-06-2004
36.	Publication of Final 2nd Draft Resolutions on a protected website (Members involved only)	AIPPI General Secretariat	04-06-2004
37.	Discussion at the Meetings of Working Committees	All Members of Working Committees / Reporter General in charge	20-06-2004
38.	3rd Draft Resolution and Translations (English, French, German, Spanish)	Chairman of the Working Committee, Chairman of Plenary Session, Reporter General in charge, designated Translators of Working Committee	20-06-2004
39.	Meeting with Chairman of Plenary Session, Chairman and Officers of Working Committee, and Reporter General to prepare Plenary Session	Chairman of Plenary Session, Chairman of Working Committee, Reporter General charge	20/21/22-06-2004

40.	Presentation and Discussion of 3rd Draft Resolution at the Plenary Session	Chairman of Plenary Session, Chairman of Working Committee, Reporter General in charge	21/22/23-06-2004
41.	Final Draft Resolution and Translations (E, F, G, S)	Chairman and Officers of Working Committee, designated Translators of Working Committee and Reporter General in charge	22/23-06-2004
42.	Approval of the Resolution	Executive Committee	23-06-2004
43.	Providing of Diskette with Resolutions (E, F, G, S) to the General Secretariat	Chairman of Working Committee	23-06-2004
44.	Approval of Adopted resolutions by RGT for Publication on Website	Reporters General Team	09-07-2004
45.	Publication of adopted resolutions on Website	General Secretariat	16-07-2004
46.	Letter to the Presidents of National / Regional Groups enclosing copies of Adopted Resolutions with the Request to inform their National Patent Offices, Ministries of Justice etc. of their country	Presidents of National Groups / Reporter General in charge	16-07-2004
47.	Distribution of Adopted Resolutions to GOs and NGOs	General Secretariat	16-07-2004

48.	Minutes from RGs	Responsible Reporter General	01-09-2004
49.	Confirmation and copy of mailing the Resolutions to National Offices / Ministries or other bodies to General Secretariat by the Presidents of National / Regional Groups	Presidents of National / Regional Groups / General Secretariat	30-09-2004
50.	Publication of Scientific Minutes on Website and Translations thereof (Translations only After Approval of responsible Reporter General)	General Secretariat and Q152	Immediately upon receipt of original Minutes from RG