

CA/108/00

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Munich, 11.08.2000

SUBJECT: Status report on preparations for the Diplomatic Conference for the revision of the EPC (Munich, 20 to 29 November 2000)

DRAWN UP BY: President of the European Patent Office

ADDRESSEES: Administrative Council (for information)

SUMMARY

This document describes progress on the planning and organisational work being done for the above conference.

I. BACKGROUND

The President has set up a working party to handle the organisational preparations for the Diplomatic Conference for the revision of the European Patent Convention convened by decision of the Administrative Council dated 24 February 2000 (CA/16/00). The working party comprises representatives of the following EPO departments: Council Secretariat (chair), President's Office, General Administration, Document Production, Reprography, Building Administration, Language Service and Press and Public Relations.

It produces a detailed checklist and timetable indicating the steps to be taken by each department. The list is continuously updated.

II. STATUS OF PREPARATORY WORK

A. LETTERS OF INVITATION

1. The official letters of invitation (56 altogether) were sent to the contracting states, observers (countries and organisations) and guests of honour on 29 March 2000. At the same time, heads of delegation were informed that the invitations had gone out.
2. Delegations were asked to confirm by 15 July 2000 whether they would be attending the conference. So far (as at 1 August), seven contracting states, eight observer countries, three observer organisations and nine non-governmental organisations have accepted their invitations; the Council of Europe and Eurochambers have declined. Mr van Benthem has accepted his invitation to attend as guest of honour.
3. All invitees were sent information about the hotel accommodation provisionally reserved for them (CA/56/00).

B. CONFERENCE ROOMS

The entire first floor of the Isar building will be kept free for the duration of the conference. The Plenary will meet in Room 102. First-aid and VIP rooms will also be available, and e-mail and internet facilities will be provided. The signing ceremony for the Revision Act will probably take place in Room 101.

C. SECURITY

A comprehensive security plan has been drawn up.

1. Security outside the Office will be handled by the Bavarian Interior Ministry and the city of Munich.

At both entrances to the building, there will be two access possibilities: one for people with a valid EPO pass or a conference pass, the other (with security check) for everyone else.

Further check-points will be set up on the first floor at the entrances to the meeting rooms.

2. Conference participants will be sent their passes in advance, so they can use them as soon as they first arrive. Reception and registration of participants will be on the ground floor.

D. PRESS AND PR WORK

1. Public information about the aims and results of the conference will be available not only in the EPO Official Journal but also on a website accessible via the EPO homepage. The "basic proposal" for the EPC revision (CA/100/00) is also available on the site, which has been operational since the beginning of August and will be gradually built up.
2. Press conferences will be held at the beginning and end of the conference. The one on the opening day will be given in Room 103 by the EPO President and the President of the Conference, starting at 10.00 hrs and with simultaneous interpreting in the three EPO languages. The main daily newspapers, TV and radio stations will be informed.

E. INFORMATION BROCHURE

A pocket brochure will be produced, giving useful information (map of the city and its public transport network, how to get to and from the airport, plan of the EPO conference area, social programme for the conference, details of security measures, important addresses and telephone numbers, what's on in Munich in November, etc.). This brochure will be sent to participants beforehand, together with an official information letter and their luncheon vouchers.

F. SOCIAL PROGRAMME

1. There will be a comprehensive social programme throughout the conference, including receptions by the Bavarian State Government (27 November, 19.00 hrs) and the Munich State Capital (20 November, 18.30 hrs). There will also be a sightseeing programme for accompanying persons. Further details will be issued to participants in due course.
2. Participants can state on their registration forms which events interest them and whether they will be accompanied.

G. CONFERENCE LOGO

The EPO President and the Council Chairman - as President-designate of the conference - have chosen the following official logo for the conference:


