

## Glossary of Terms and Abbreviations

The following is a list of terms and abbreviations that Formalities staff are likely to come across in their daily duties. The definition of less commonly used terms and abbreviations can be found within the chapters of the manual while the interpretation of key terms used in the Patents Act 1977 can be found in Section 130 of the Act.

‘A’ Doc	-	Application document as published at ‘A’ Publication
‘A’ Letter	-	Letter informing the applicant of date for ‘A’ Publication
‘A’ Publication	-	Publication of an application under s.16
‘A’ Publication Cycle	-	Five week period for publishing the ‘A’ Doc by Publishing Section
‘A’ Specification	-	Printed specification as published under s.16
Abstract	-	The part of the specification that summarises the description
ADP number	-	Automatic Data Processing number
AFS	-	Address for Service
Accelerated A Publication	-	Publication of application before the expiry of period prescribed by r.26
Allocation	-	The process of allocating an application to a particular subject matter heading and to the examining group responsible for that heading
‘B’ Doc or ‘B’ Print	-	Patent as published at grant
‘B’ Letter	-	Letter notifying applicant that a patent has been granted and the date it will be published after which the Certificate of Grant will issue.
‘B’ Publication	-	Publication of the patent as granted
BF	-	Brought forward (diarised)

Bibliographic data	-	This is the basic information about the application contained on the Form 1 and Register
CDP Act	-	Copyright, Designs & Patents Act 1988
Caveat	-	Request for information filed on Form 49 in accordance with r.54
CIMS	-	Compact Disc Image Management System
CIPA	-	Chartered Institute of Patent Attorneys
Claims	-	The part of the specification that defines the invention for which a patent is being sought by setting out the distinctive technical features
COC	-	Certified Office Copy
Community Patent (COMPAT)	-	Proposal for an EU wide patent
Compliance Date	-	Period of 4 years and 6 months from the declared priority date in which an application must comply with the requirements in the Act and Rules or 12 months from the date of the first s.18(3) report
CP	-	Change Proposal (to an IT system)
CS&E	-	Combined Search & Examination
Description	-	The part of the specification that discloses the invention in sufficient detail for it to be made by a suitably skilled person
Divisional application	-	A new application which takes the filing date of a "parent" application and contains matter divided out from that parent.
DNA sequences	-	A listing in a specification of sequences of nucleotides and amino acids to indicate a DNA or protein structure.
Dossier	-	An electronic file within PECS
Drawings	-	The part of the specification which illustrates the invention, or features of the invention, in graphical form

Early Publication	-	See 'A' Publication
ECLA	-	European Classification system
EDIS	-	ECLA Document Information System
EDM	-	Electronic Document Management
EOLF	-	Electronic online filing
EPC	-	European Patent Convention
EPO	-	European Patent Office
EPOQUE	-	European Patent Office Query System
EP(UK)	-	European Patent (UK)
FGN	-	Formalities Guidance Note - Notification of important changes issued between updates to the PFM.
File Voucher	-	A slip affixed to a paper file to indicate that it is required by another person or section
Form SP1	-	Application form for an SPC
Formal Drawings	-	Drawings that comply with the requirements prescribed in r.14 and Schedule 2
IB	-	International Bureau (of WIPO)
Informal Drawings	-	Drawings as originally filed that do not comply with requirements prescribed r.14 and Schedule 2
Inter partes case	-	A case in which the Comptroller has been asked to adjudicate between the conflicting submissions of two or more people who claim an interest in a patent or patent application
IPC	-	International Patent Classification
IPER	-	International Preliminary Examination Report
IPi	-	Institute of Patentees and Inventors
IPR	-	Intellectual Property Rights

International application	-	An application made under the PCT
International Phase	-	The period between the filing of an international application and the date it enters the national phase in the UK
ITMA	-	Institute of Trade Mark Attorneys
IU	-	International Unit
MIPEX	-	Message-Based Intellectual Property Information Exchange
MOPP or MPP	-	Manual of Patents Practice
National Phase	-	The period following the international phase of an application filed under the PCT
NIF	-	Not in Force
NMP	-	Nine Mile Point
NOPI	-	Not Open for Public Inspection
NP1	-	A non-statutory form used to file an international application entering the "National Phase" in the UK
OPI	-	Open for Public Inspection
OHIM	-	Office for Harmonisation of the Internal Market (Trade Marks and Designs)
OLFI	-	Online file inspection
OPTICS	-	Office of Patents and Trade Marks Integrated Computer System
PA	-	Private Applicant
PAFS	-	Patents Administrative Functions System (a work recording system)
Patent Attorney	-	A person who acts for others for the purpose of applying for a patent and who is registered to do so in accordance with section 275 of the CDP Act
PCT	-	Patent Cooperation Treaty

PDI	-	Patents Directorate Instruction
PDJ	-	Patents and Designs Journal
PDN	-	Patents Directorate Notice
PECS	-	Patents Electronic Case System
PEDDS	-	Patents Electronic Document Delivery Service. A service which allows external customers to request e-mail delivery of OPI documents from a PECS dossier.
Picklist	-	A list of cases for action generated by OPTICS, eg Early Publication Picklist
PLO	-	Publication Liaison Officer
PLT	-	Patent Law Treaty
POLS	-	Patents OPTICS Letters System
Proceedings Sheets	-	Minute sheets kept on the NOPI part of a file for communications between staff
Preliminary Examination	-	Examination of the application by a Formalities Examiner to determine whether it complies with the formal requirements under s.15A
Priority Date	-	Date of filing as determined under section 5
Priority Document	-	Certified copy of the application from which priority is being claimed
PROSE	-	Patents Reporting of Searches and Examinations (a letter production system linked to Optics)
RPC	-	Report of Patent Cases
RRO	-	Regulatory Reform Order
SAS	-	Search and Advisory Service
Search report	-	Report prepared by a Patent Examiner under s.17 (5) to establish whether or not the invention is new or obvious

SI	-	Statutory Instrument
SPC	-	Supplementary Protection Certificate, a certificate that extends the protection conferred by a patent for medical or plant products for a maximum of five years beyond the normal term of that patent
Specification	-	Comprises the description, claim(s) and drawing(s)
SRIS	-	Science Reference Information Service
Substantive Examination	-	An examination under s.18 (3) by a Patent Examiner to determine whether an application complies with the requirements in the Patents Act 1977 other than the formal requirements
Third party terms	-	Conditions placed on the reinstatement of an application which are designed to protect a third party who may have started to work the invention
Telephone Conversation Report	-	Record of a telephone conversation with an applicant/agent or member of the public which should be placed on the NOPI part of the file or dossier and copied to the caller
TRIPS	-	Trade-Relations Aspects of Intellectual Property (international agreement)
User ID	-	User Identity
Voucher	-	See "File Voucher"
WIPO	-	World Intellectual Property Organisation
WTO	-	World Trade Organisation
WPI	-	World Patent Index