

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.

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| ‘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) |

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| 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 |

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| 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. |
| 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 |
| IPSUM | - | On-line service for inspecting Patent documents |

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| 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 |
| NOPIE | - | Not Open for Public Inspection Electronically |
| 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 |

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| PCT | - | Patent Cooperation Treaty |
| PDI | - | Patents Directorate Instruction |
| 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 |

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| 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 |
| WIPO | - | World Intellectual Property Organisation |
| WTO | - | World Trade Organisation |
| WPI | - | World Patent Index |