



## Annual General Meeting Draft Minutes

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- Time: 10:00 – 12:00 Tuesday 24 June 2020
  - Location: Virtual meeting via Cambridge Information and IP Meeting zoom.
1. The President welcomed everyone to the meeting, the Secretary talked everyone through the Agenda which was approved.
  2. The minutes of the 2019 AGM were previously approved.
  3. **President's report.**

Ann Chapman (AC) delivered her report (see attached document).  
The notes here relate to the discussion of points raised in Ann's report.  
In particular Ann noted that PatCom has developed positive relationships with the IP Offices, and Ann thanked the members for their efforts in making the meetings successful, and thanked the Secretary for smooth running of the meetings. Meetings are only as good as we make them.

The one disappointment is the DPMA Meeting, which at the moment is on hold. The DPMA are focussing on their 'user Meeting' and Ann encouraged all PatCom members to attend this meeting. Even though we cannot have meaningful dialogue with the DPMA, we can meet customers, and interact in the patent information community. A representative of FIZ<sub>7</sub> sits on the DPMA Advisory Board for one more year.

PatCom is an Observer for WIPO meetings, and we had successful participation in the recent API meeting, where Mike Baycroft, IFI Claims, gave a well-received presentation which raised the profile of PatCom and the commercial sector with WIPO. PatCom should continue to participate in WIPO meetings.

Ann noted that the IP Offices continue to expand their searchable collections and platforms, and tools for users to access their collections. E.g. new espacenet allows search of full text. It is important for PatCom to maintain discussions with the offices. There is growing cooperation amongst the IP Offices.

**Action:** PatCom members who attend WIPO, and other Office meetings to share notes with the Secretary so we can maintain PatCom records and share knowledge with all members.

**Action:** Secretary to add PatCom Overview slide to the website for use by all members when giving presentations. (done).

PatCom has adapted its internal and IP Office meetings in response to the COVID -19 pandemic by initiating virtual meetings. PatCom may be able to initiate virtual meetings with other IP Offices outside Europe, and perhaps with other Information Providers. We agreed that virtual meetings were good for receiving information, but not for discussion. PatCom may consider establishing meetings with IP Offices such as Canada, SIPO, Australia.

**Action:** Jane to add virtual meetings to the Agenda for PatCom's September meeting.

#### 4. Treasurer's Report

Armin delivered the report (see attached document).

These notes relate to the discussion of points raised in the report.

Armin plans to retire in 2020 as treasurer. - It would be advantageous for the next Treasurer to be based in The Netherlands, for communications with the bank, and because PatCom is

registered in The Netherlands. Jurjen Dijkstra (JD) had already agreed to take on the role of Treasurer from July 2020. The handover is delayed because of the COVID pandemic. Armin confirmed he is prepared to continue acting as Treasurer until the transfer is completed later in 2020. PatCom has a positive bank balance, there is no need to raise fees for members for 2020-2021.

**Action:** *Armin to continue the handover to Jurjen.*

#### 5. **Secretary's Report**

Jane List -delivered her report (see attached document).

These notes relate to the discussion of points raised in the report.

PatCom held a virtual Board Meeting in early May to agree a route forward during the Pandemic.

Virtual Meetings held so far with INPI and EPO were useful to continue the conversations.

Virtual meetings could provide a route to extend the membership outside of Europe, and to meet with other Office and providers, and allowed other PatCom members to participate who would ordinarily not be able to travel to the IP Office.

#### 6. **ExCo Meetings -**

Will be held virtually. The complete PatCom membership will be invited to virtual PatCom meetings for 2020. ExCo members commit to attend IP Office Meetings.

**Action:** *Jane to establish virtual PatCom meeting weeks of 14 or 21 September to confirm the meetings for 2020, and plan for 2021.*

**Action:** *PatCom Board to review the constitution for protocol of ExCo.*

#### 7. **Elections for the 2020 – 2022 Term of PatCom President, and Treasurer.**

**The – President, Treasurer and Secretary make up the PatCom Board and are re-elected every two years.**

**This year the President and Secretary stood for re-election.**

President – Ann Chapman was elected for a second term as President unanimously by the members present at the meeting. Ann stated that this would be her last term. After discussion PatCom decided to appoint a Vice President to ensure succession, and to enable others to gain experience of leading PatCom. The members thanked Ann for her leadership of PatCom. .

Treasurer – Jurjen Dijkstra was unanimously voted to the position of Treasurer. The appointment was confirmed.

The members thanked Armin Foerderer for his long service as PatCom Treasurer.

**Action:** *Secretary to check the Constitution and add any changes needed and the appointment of a Vice President to the virtual ExCo meeting Agenda. Meeting to be held in September.*

#### 8. **Reappointment of the Secretary.**

The PatCom members voted to reappoint the Secretary , Jane List, who agreed to continue in her role as Secretary for PatCom for the 2020-2022 Term. The meeting agreed that Secretary Fees should be increased by 2.5% and it was agreed that Extract Information could expense Office expenses could be claimed for PatCom virtual meetings.

#### 9. **A.O.B.**

##### **Member Changes**

PatCom has 12 members.

InfoChem are leaving at the end of June 2020.

Anaqua have expressed interest in joining PatCom. All members must approve a new member.

Action: Jane to follow up with Anaqua. Should an expression of interest be received from Anaqua we can discuss at the September virtual PatCom meeting.

### **Meetings during the Pandemic**

PatCom discussed and agreed that virtual meetings would be necessary for the remainder of 2020. Even those who were permitted and able to travel may find it difficult to actually find flights. We agreed that 'Mixed Mode' meetings where virtual and in-person participation could both be facilitated could work well.

Armin noted that JPO were experiencing a reduction in patent filings. We should find out if this is similar at other offices

**Action:** *Jane to communicate with OEPM, EPO and UKIP to agree dates and mode of meetings.*

### **Attendees:**

Ann Chapman, Minesoft (President)  
Armin Foerderer, FIZ Karlsruhe (Treasurer)  
Robert Fokkema, Lighthouse IP  
Paul Peters, CAS.  
Lee Smith, RWS.  
Jurjen Dijkstra, LexisNexis Univentio.  
Rob Adams, Clarivate.  
Aurèlie Brunet (Questel).  
Margit Hoehne (PatentGate).

Jane List, Extract Information (Secretary)

Apologies received from: Andrew Samm, Patently, and Rosa Alentorn, IFI Claims..

### **PatCom AGM 2018 TO 2019: Agenda**

- 1. Welcome and Approval of the Agenda**
- 2. Approval of the Minutes of the Vienna 2019 AGM**
- 3. Annual Report of the President (AC)**
- 4. Report of the Treasurer and Financial Issues (AF)**
- 5. Report of the Secretary (JL)**
- 6. ExCo meetings**
- 7. Member Changes**
- 8. A.O.B.**

*Jane List, PatCom Secretary, Cambridgeshire, 24 June 2020, [\(Revised 23 July 2020\)](#)*