

STYLE AUDITS (PROOFREADING OF DECISIONS)

<p>FREQUENCY</p> <p>Style audits are requested by the drafting examiners and take place after the co-signing step and prior to the notification of the decision to the parties</p> <p>REFERENCE DOCUMENTS/LINKS</p> <ul style="list-style-type: none"> ◦ Decision No ADM-21-24 on establishing an Integral Quality Framework at the EUIPO 	<p>DESCRIPTION</p> <p>The style audit step relates to the proofreading of draft decisions prior to their notification to the parties. The proofreading service is available in the five working languages of the EUIPO. It is intended for examiners who are not fully proficient in the language of proceedings and therefore require proofreading performed by a mother tongue linguist. The decisions are proofread against a checklist and defined quality criteria.</p> <p>The main goals of the style audits are to ensure the quality of the linguistic content and the clarity of the decisions. Linguists also align terminology within the decision and with the EUIPO's terminology.</p> <p>METHODOLOGY</p> <p>The style audits are carried out by mother tongue linguists. Proofreading requests are triggered through the EUIPO's Knowledge Management Repository and handled by the linguistic team. Each request is processed to define the type of document, its length and the resulting turnaround time before being sent to the linguists to carry out the style audit.</p> <p>The linguists perform the proofreading by introducing corrections in track changes and by adding comments in case of doubts to be addressed by the examiner. Once the audit is concluded, the document is returned to the examiner via the EUIPO's Knowledge Management Repository.</p> <p>The examiner reviews the comments and track changes and finalises the decision for notification.</p> <p>BENEFITS</p> <ul style="list-style-type: none"> ❖ Improves the linguistic quality and clarity of the decisions. ❖ Provides a mutual learning exercise. ❖ Enhances user satisfaction. ❖ Enhances the image of the EUIPO by ensuring the linguistic correctness of IP decisions.
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