

GUIDELINES

<p style="text-align: center;">FREQUENCY</p> <ul style="list-style-type: none"> ○ Regular revision ○ Fast-track revision is also possible <p style="text-align: center;">REFERENCE DOCUMENTS/LINKS</p> <ul style="list-style-type: none"> ○ Decision No ADM-21-24 on establishing an Integral Quality Framework at the EUIPO ○ Guidelines 	<p style="text-align: center;">DESCRIPTION</p> <p>The Guidelines are adopted by the EUIPO’s Executive Director and available in the official languages of the EU. They govern IP policy and thus the EUIPO’s core processes. They are updated regularly due to changes in trade mark and design laws and regulations, case-law or other substantial developments and to make clarifications. Each year feedback is requested from national offices, users associations and academia.</p> <p style="text-align: center;">METHODOLOGY</p> <p>The process involves the following phases:</p> <p>Preparation of the draft Guidelines by the Knowledge Circles (KCs)</p> <p>The KCs (where the EUIPO’s various departments are represented) start by analysing trends from the preceding year’s case-law, studying the conclusions of the convergence projects and considering the comments received in previous years from internal and external stakeholders along with follow-up actions from product audits. Then the draft Guidelines are agreed upon by the KCs.</p> <p>Consultation of stakeholders</p> <p>The drafts are sent simultaneously for consultation to external and internal stakeholders who can study them and submit feedback. At the end of the consultation phase, the KCs process the feedback and incorporate it into the drafts where appropriate.</p> <p>Adoption of the Guidelines</p> <p>The draft Guidelines are translated into the five EUIPO languages and circulated among the members of the Management Board for consultation. The Executive Director adopts the new version of the Guidelines which are then published.</p> <p style="text-align: center;">BENEFITS</p> <ul style="list-style-type: none"> ❖ Harmonisation of IP practice across the EUIPO. ❖ Ensures compliance, coherence, and consistency. ❖ Increases predictability.
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