

PROPOSED RULES
OF THE
INTERNATIONAL STANDARDS BOARD
FOR
QUALIFIED PATENT INFORMATION
PROFESSIONALS

(Released on 11 May 2017 for public comment)



Qualified Patent Information Professional

www.qpip.org

**Rules of the International Standards Board for
Qualified Patent Information Professionals (ISBQPIP)**

These Rules of the International Standards Board for Qualified Patent Information Professionals (ISBQPIP), hereinafter the Rules, commencing on <insert date of notarisation of Articles plus 1 day > serve to implement the Articles of the International Standards Board for Qualified Patent Information Professionals (ISBQPIP) which came into effect on <insert date of notarisation of Articles>. The Articles are hereby incorporated by reference.

RULE 1 **TERM OF MEMBERS OF THE SUPERVISORY COUNCIL**

Pursuant to Article 4.2 and 10.7a(2), a minimum of five (5) members but no more than nine (9) members shall be appointed by election by the Professional Representatives Committee to form the Supervisory Council.

- 1.1** The term of office shall be fixed at three (3) years pursuant to Article 4.5, except for the inaugural Supervisory Council for which the terms will be according to the following schedule:
 - 1.1a** At least one (1) and up to three (3) members will step down after a term of two (2) years commencing from the date on which the inaugural Supervisory Council is formed,
 - 1.1b** At least two (2) and up to three (3) members will step down after a term of three (3) years commencing from the date on which the inaugural Supervisory Council is formed, and
 - 1.1c** At least two (2) and up to three (3) members will step down after a term of four (4) years commencing from the date on which the inaugural Supervisory Council is formed.
- 1.2** Upon expiry of the term specified in Rule 1.1a, 1.1b or 1.1c, the member may be re-elected in accordance with Article 4.2 and 10.7a(2) for the same position or another vacant position for a second term, which will be of three (3) years.
- 1.3** A Supervisory Council member who has served for two consecutive terms may only be reappointed after an interval of one (1) year.
- 1.4** The Supervisory Council members may delegate any of their powers or functions to a committee or other delegate, provided the terms and conditions on which the delegation is made are unanimously approved by the Supervisory Council.
- 1.5** In the event of resignation before a term has ended, the member's successor will only be appointed for the remainder of the term and may then be re-elected for the same position or another vacant position in accordance with RULE 2.



RULE 2 ELECTION OF MEMBERS OF THE SUPERVISORY COUNCIL

- 2.1** The Professional Representatives Committee will be responsible for the collection of nominations from which the members of the Supervisory Council will be elected.
- 2.2** Each member of the Professional Representatives Committee has one vote for each vacant position on the Supervisory Council.

RULE 3 COMMITTEES

3.1 General

- 3.1a** Each member of each committee shall be appointed by the Supervisory Council.
- 3.1b** The term of office shall be fixed at three (3) years except for the inaugural committees for which the terms will be fixed according to the following schedule:
- (1) At least one (1) member will have a term of two (2) years commencing from the date on which the inaugural committee is formed,
 - (2) At least one (1) will have a term of three (3) years commencing from the date on which the inaugural committee is formed, and
 - (3) At least one (1) member will have a term of four (4) years commencing from the date on which the inaugural committee is formed.
- 3.1c** Upon expiry of the term specified in Rule 3.1b, the member may be reappointed in accordance with Rule 3.1a for a subsequent term of three (3) years.
- 3.1d** Each committee shall appoint from among its members a committee chair.
- 3.1e** Each meeting of a committee shall be convened by its committee chair with the frequency that is required to accomplish the committee's tasks, or as required by the Supervisory Council.
- 3.1f** Each committee shall take decisions by a simple majority.
- 3.1g** All committees should take their decisions using the Rules and Articles as a guidance.
- 3.1h** The Supervisory Council may by simple majority remove any member of a committee.

3.2 Accreditation Committee

- 3.2a** The Accreditation Committee shall consist of at least three (3) members appointed by the Supervisory Council.
- 3.2b** In accordance with Article 10.3, the Accreditation Committee shall review applications for accreditation of training or courses and recommend to the Supervisory Council accreditation of the proposed training

or courses if the training or courses provide suitable content of sufficient level to prepare candidates for the certification examination;

- (1) Suitable content includes but is not limited to lectures, case studies, practical workshops conducted in person or by distance correspondence;
- (2) Sufficient level shall be met if the learning outcomes of the training or course would, in the opinion of the majority of the committee, enable a candidate to acquire some or all of the knowledge necessary to pass the certification examination and to practise as a QPIP.

3.2c In deciding whether or not to recommend accreditation, the committee must consider whether the learning outcomes of the proposed training or course addresses some or all of the aspects of study referred to in Schedules 1 or 2 by taking into consideration any information provided in support of the accreditation application.

3.2d An application for accreditation must be in accordance with the procedure provided at www.qpip.org and the following requirements:

- (1) The applicant must submit a detailed summary of the course content including any prerequisites required to undertake the course of study.
- (2) The applicant must provide free course or training registration for one (1) committee member or a delegate thereof to evaluate the proposed course of study for accreditation.

3.2e An application form and supporting documentation for accreditation can be submitted at any time.

3.2f The application form and supporting documentation must be accompanied by the payment of an administrative fee as stated at www.qpip.org

3.2g Subject to Rule 3.2i, if the Supervisory Council, on the recommendation of the Accreditation Committee, accredits the proposed training or course, accreditation shall be for a period of three (3) years from the date the accreditation application is approved by the Supervisory Council.

3.2h If the accredited training or course is changed for any reason during the period of accreditation as indicated in Rule 3.2g, the Accreditation Committee must be informed in writing three (3) months before the change is made

- (1) If the Accreditation Committee is not informed in accordance with Rule 3.2h, the accreditation shall be terminated by the Supervisory Council for the remainder of the accreditation period.

3.2i The Supervisory Council may on the recommendation of the Accreditation Committee terminate accreditation if the Supervisory Council decides that the accredited training or course no longer achieves the learning outcomes that supported the accreditation.

3.3 Examination Committee

3.3a The Examination Committee shall consist of at least five (5) members appointed by the Supervisory Council.

3.4 Qualifications and Continued Professional Development Committees

3.4a The Qualifications and Continued Professional Development Committees shall consist of at least three (3) members appointed by the Supervisory Council.

3.4b The committee shall actively monitor developments in the patent information industry to determine if the eligibility requirements for enrolment in the certification examination as specified in RULE 4 need to be revised.

3.5 Regulatory and Disciplinary Committee

3.5a The Regulatory and Disciplinary Committee shall consist of at least three (3) members appointed by the Supervisory Council.

3.5b In accordance with Article 10.6a(1), the punishment, unless specified elsewhere in the Rules, that may be imposed by the Regulatory and Disciplinary Committee for the interfering or damaging act or omission shall be determined by the committee on a case-by-case basis and may include but are not limited to:

- (1) A ban from applying to or receiving from the ISBQPIP any benefit as provided by the Articles or Rules for a period of time as determined by the committee;
- (2) Suspension or denial of registration as a QPIP for a period of time as determined by the committee; or
- (3) Termination or denial of registration as a QPIP indefinitely

3.5c The ISBQPIP may make publicly available the committee's decision to impose any one of the punishments specified in Rule 3.5b or specified elsewhere in the Rules by publishing the decision at www.qpip.org

3.5d An annual random audit of CPD shall be conducted in accordance with Rule 23.5 and the following requirements:

- (1) The audited QPIP shall be contacted by the committee or a delegate thereof and notified in writing that the QPIP's Continued Professional Development (CPD) activity during the previous calendar year is being audited and that written evidence of CPD activity will be requested in sufficient detail as specified in Rule 23.5c, together with any other information as requested by the committee or required in accordance with the procedure provided at www.qpip.org.
- (2) In the event the audited QPIP is unable or refuses, without reasonable excuse, to provide the committee with the requested written evidence of CPD activity within the time limit specified by the committee, the committee may impose a penalty as specified in Rule 3.4b;
 - (i) Unless a reasonable excuse not to comply with the committee's request has arisen because of an event beyond the control of the QPIP such as but not limited to illness that occurred within the previous thirty (30) calendar days of the date on which the audit notification is sent by the committee;
 - (ii) Notwithstanding Rule 3.5d(2)(i), it remains at all times the QPIP's responsibility to notify the committee if an exemption from CPD applies in accordance with Rule 23.6;



(iii) If an exemption applies but has not yet been requested in accordance with Rule 23.6 Rule 3.5d(2)(i) cannot be invoked.

3.5e In accordance with Article 10.6a(3), the committee shall receive and assess any requests from a QPIP for an exemption as specified in Rule 23.6.

3.5f In accordance with Article 10.6a(4) and Article 11, the complaint made against a QPIP about the person's professional conduct must be provided in writing to the committee in a manner as follows:

- (1) The complainant must be a natural person irrespective of whether the person is serving for the purposes of the complaint as a representative of a legal entity or not;
- (2) The identity including the full name, address and current contact information of the complainant must be provided;
- (3) Detailed information including the substance of the allegation against the QPIP including a historical account that supports the allegation including dates, transactional or financial information and any other information pertinent to the complaint.

3.5g In accordance with Article 10.6a(4), the committee shall provide to the Supervisory Committee a reasoned statement in writing for its recommended course of action that:

- (1) Sets out the reasons for its recommendation;
- (2) Sets out the findings on any material questions of fact; and
- (3) Refers to evidence or other material on which the findings of fact are based.

3.6 Professional Representatives Committee

3.6a The Professional Representatives Committee shall consist of one member per represented organisation which may include patent authorities such as WIPO, national and regional patent offices, and organisations such as patent information user groups and patent attorney associations.

3.6b The Professional Representatives Committee decides on the composition of the committee and how to conduct the committee's work in accordance with Article 10.8a.

RULE 4 ENROLMENT ELIGIBILITY FOR CERTIFICATION EXAMINATION

4.1 A candidate wishing to enrol for the Certification Examination must meet the requirements set out in Rules 4.2 to 4.6 at the time of application for enrolment as specified in Rule 5.1 and pay the enrolment fee.

4.2 Minimum work experience requirements: At the time of applying for enrolment for the certification examination as indicated in Rule 5.1, the candidate must have at least three (3) years of work experience with at least 60% of the time spent on searching patent information or a combination of searching and mentoring or a combination of searching and outsourcing according to the following definitions:



“Searching” includes: understanding the search request, discussions with the person requesting the search, devising a search strategy, searching, evaluating search results, report writing/presenting results and post search discussion.

“Outsourcing” is defined as preparing search requests and instructions for the search service provider who will conduct the search and evaluating results from the outsourcing search service provider.

“Mentoring” is defined as providing training, coaching and/or support in patent searching, wherein the training may focus on a specific patent information database or tool, but the training cannot be conducted by vendor representatives. Mentoring also does not include managing patent searchers.

4.3 Types of searches to be completed: At the time of applying for enrolment for the certification examination as indicated in Rule 5.1, the candidate must have completed at least forty-five (45)¹ search projects selected from the list below within the three (3) years preceding the application, the search projects being conducted in the course of business (not for personal interest). The types of searches suitable for the purpose of the minimum work experience requirement are defined as follows:

A "freedom-to-operate search" is looking for and evaluating any intellectual property rights including but not limited to patents, trade marks, and design registrations, as well as an regulatory standards or industry standards or domestic law that would prevent the sale, manufacture or use of a product, process of system in a particular jurisdiction;

A “novelty search” is looking for and evaluating any prior art that includes prior use or any printed or electronic document describing all of the features of the claimed or proposed invention;

An "opposition search" is looking for and evaluating any prior art that includes prior use or any printed or electronic document describing some or all of features of the claimed invention, and which was made publicly available before the filing date or priority date of the patent of concern (in the case of post-grant opposition) or the filing date or priority date of the accepted patent application of concern (in the case of pre-grant opposition);

¹ It is believed that 45 searches over 3 years are feasible for those who also do other type of (search) work not listed in the definitions. A single search project can include several individual searches that all aim to answer the question(s) posed by that search project.



A "patentability search" is looking for and evaluating any prior art that includes prior use or any printed or electronic documents describing somewhere in the document some or all of features of the claimed or proposed invention such that a novelty or inventive step/obviousness issue arises;

A "patent infringement risk search" is looking for and evaluating granted patents that are still in force, or pending patent applications in the jurisdiction of interest that claim one or more of the features of a proposed product or process;

A "patent landscape search" is looking for and evaluating any patent documents for the purpose of finding trends or to support business/research and development decisions.

A "validity search" is looking for and evaluating any prior art that includes prior use or any printed or electronic document describing somewhere in the document some or all of features of the claimed invention, wherein the document was made publicly available before the filing date of the patent or a date from which priority is claimed.

4.4 Minimum technical qualification requirement: At the time of applying for enrolment for the certification examination as indicated in Rule 5.1, the candidate must have:

- 4.4a** At least a scientific, engineering or technical Bachelor Degree of three (3) year or four (4) year program duration in a technical field as included in any publicly available edition of the patent classification system that is administered by the World Intellectual Property Office, the European Patent Office, the United States Patent and Trademark Office, the Japan Patent Office or any other national patent office; or
- 4.4b** At least a technical qualification in a technical field as included in any edition of any patent classification system as defined in Rule 4.4a wherein the technical qualification was conferred by a university, technical university, technical high school, vocational college, higher technical college or institute, school of engineering, or any similar establishment and the qualification is deemed equivalent to a Bachelor Degree by the Netherlands Organisation for International Cooperation in Higher Education; or
- 4.4c** At least ten (10) years of experience working in a technical field as included in any edition of any patent classification system as defined in Rule 4.4a.

4.5 Required evidence in support of application for enrolment for the certification examination

- 4.5a** The candidate must provide at the time indicated in Rule 5.1a the documentation and evidence as specified in Rules 4.5b, 4.5c, and 4.5d, as applicable, in support of their application for enrolment in the certification examination.



4.5b All candidates must provide a written letter from their current and/or past employer(s) in English on company letterhead, subject to Rules 4.5b (1)-(3), stating the number of years of employment, the percentage of time spent during those years of employment on the activities specified in Rule 4.2 in the period of time specified in Rule 4.2 and the number of search projects as specified in Rule 4.3.

- (1) If a candidate has had more than one employer during the period of time specified in Rule 4.2, the candidate must obtain letters from each employer in order to substantiate the claimed work experience.
- (2) If a candidate was self-employed during the entire period of time specified in Rule 4.2, evidence of business registration as a search firm or patent information search consultant must be provided to substantiate the claimed work experience.
- (3) If a candidate's work experience includes both employment and self-employment, then a letter from the employer(s) as well as evidence of business registration as a search firm or patent information search consultant must be provided to substantiate the claimed work experience for the time period stated in Rule 4.2.

4.5c All candidates must provide a full *curriculum vitae* in English that includes at least a record of technical qualifications in accordance with Rule 4.4, all relevant employment positions held, any publications or conference presentations authored or co-authored, any current memberships of professional user groups, societies or other related organisations and any positions held within those professional user groups, societies or other related organisations.

4.5d The candidate must provide any additional documentation requested by the Secretariat or a delegate thereof.

4.6 At the time of applying for enrolment for the certification examination as indicated in Rule 5.1b, the candidate shall pay the enrolment fee plus the examination fee specified in RULE 6.

RULE 5 APPLICATION FOR ENROLMENT FOR CERTIFICATION EXAMINATION

5.1 To be considered for enrolment for the certification examination, candidates shall complete the enrolment application form available at www.qpip.org and the supporting documentation as set out in Rule 4.5. By completing and submitting the enrolment application form, the candidate shall automatically become an associate member according to Article 5.4.

5.1a The completed form and all of the supporting documentation must be submitted electronically in legible PDF format by attaching the documents to an email correspondence to be sent to the email address provided at www.qpip.org

- 5.1b** The electronic transmission of the completed form and all of the supporting documentation must be date stamped no later than 11:59 pm (Central European time) on the third Friday in September of the year preceding that in which the certification examination will be held as indicated in RULE 6.
- 5.1c** Subject to Rule 6.5, the Secretariat or a delegate thereof shall provide to the candidate an electronic confirmation of receipt of the application and supporting document within two (2) business days of receipt.
- 5.1d** Subsequent to receiving the electronic confirmation of receipt, the candidate may be asked by the Secretariat or delegate thereof to provide further documentation in accordance with Rule 4.5d.
- 5.1e** A candidate will only be excused from meeting the requirement of Rule 5.1b, in the event of a computer failure or electronic transmission failure caused by the ISBQPIP's electronic infrastructure, a natural disaster, war, government regulation, nuclear disaster, fire, labour disputes, civil disorder within a 50 kilometre radius of the candidate's residence or place of business, or any other cause beyond the control of the candidate that would make it illegal or impossible to comply with the time requirement of Rule 5.1b. In all other circumstances, the candidate's late application will be disregarded and the candidate will not be eligible to sit for the next scheduled certification examination.
- 5.1f** In the event, a candidate's application is disregarded in accordance with Rule 5.1e, the candidate must submit a new enrolment form and supporting documentation as required by Rule 4.5, in order to be considered for enrolment for a future certification examination.
- 5.1g** All applications for enrolment in the certification examination shall be reviewed by the Qualifications and Continued Professional Development Committee to determine if the candidate is eligible to sit the certification examination.
- 5.1h** The candidate will be informed in writing of the outcome of the review of the enrolment application by the Qualifications and Continued Professional Development Committee by 30 November of the year in which the candidate applied for enrolment for the certification examination.
- 5.1i** The notification provided to the candidate in accordance with Rule 5.1h shall include a statement as to whether the eligibility requirements have been met and if not, whether any remedial action can be taken by the candidate should the candidate wish to apply for enrolment in certification examination in the future.
- 5.1j** In the event that a candidate fails to meet the eligibility criteria in accordance with RULE 4, the enrolment fee paid by the candidate is non-refundable and non-transferrable. The examination fee paid will either be forfeited or the individual may use the paid amount to take the QPIP certification exams the first time they meet the eligibility criteria.

RULE 6**EXAMINATION FEE**

- 6.1** The non-refundable fee for sitting the certification examination shall be decided each year by the Supervisory Council and shall be published at www.qpip.org with effect from 1 January until 31 December each year.
- 6.2** The fee for sitting any one part of the certification examination for the candidate's first time shall be published at www.qpip.org with effect from 1 January until 31 December each year.
- 6.3** In the event the candidate needs to re-sit the certification examination in full or in part, the corresponding fee for resitting the exam in full or in part shall be published at www.qpip.org with effect from 1 January until 31 December each year.
- 6.4** A candidate may re-sit the certification examination until all requirements are met to be registered as a Qualified Patent Information Professional (QPIP).
- 6.5** An application for enrolment for the certification examination shall only be deemed to have been received once the fees indicated in Rule 4.6 and 6.1, 6.2 or 6.3 have been paid.
- 6.6** The Secretariat or a delegate thereof may request additional information in regard to payment of the fees indicated in Rule 4.6, 6.1, 6.2 or 6.3.

RULE 7 **EXAMINATION SYLLABUS**

- 7.1** A syllabus to assist a candidate's preparation for the certification examination is provided in Schedule 1 regarding the expected searching knowledge and skills a candidate should possess before sitting for the certification examination.
- 7.2** A syllabus to assist a candidate's preparation for the certification examination is provided in Schedule 2 regarding the expected patent law and analysis knowledge and skills a candidate should possess before sitting for the certification examination.

RULE 8 **CERTIFICATION EXAMINATION PAPERS**

- 8.1** The examination shall consist of two papers subject to Rule 8.2:
- 8.1a** A search paper consisting of
- (1) A first part pertaining to devising and conducting a novelty, validity or opposition search as defined in Rule 4.3; and
 - (2) A second part pertaining to devising and conducting a patent infringement risk search as defined in Rule 4.3,



- (3) In the case of both Rule 8.1a(1) and 8.1a(2), the enrolled candidate shall select from the different technical scenarios presented to best suit the candidate's technical qualifications as specified in Rule 4.4.

8.1b A patent law and analysis paper consisting of

- (1) Multiple mini-scenarios to test legal knowledge in context relating to the candidate's knowledge on patent law of major patenting jurisdictions including but not limited to Europe, the United States, China, Japan and Korea that is relevant to either searching or reviewing and categorising patent and non-patent publications; and
- (2) Two (2) technology-neutral fact scenarios in which the enrolled candidate shall review and categorise the patent and non-patent publications provided with the examination paper in order to provide one novelty, validity or opposition search report and one patent infringement risk search report.

8.2 Examination papers in addition to or instead of those indicated in Rule 8.1 may be introduced in the future to assess whether a candidate's competence meets the requirements concerning the aspects for which the introduced examination papers are designed to test.

8.3 The examination specified in Rule 8.1 shall be held at least once every two (2) years in accordance with Article 6.2 in the month of February.

RULE 9 **GENERAL INSTRUCTIONS FOR CANDIDATES ENROLLED TO SIT THE CERTIFICATION EXAMINATION**

9.1 Candidates are expected to be familiar with the Articles and Rules in force.

9.2 Candidates shall accept the facts given in the examination paper and limit themselves to those facts. Whether and to what extent those facts are used shall be the responsibility of each candidate.

9.3 To receive the examination papers, the candidate shall present identification to the invigilator or delegate thereof such as an unexpired passport, unexpired driver's licence or unexpired identification card that includes a photograph of the candidate's face and that bears the handwritten signature of the candidate.

9.4 The invigilator or delegate thereof shall inspect the photograph and expiry date of identification presented by the candidate and shall then ask the candidate to sign an attendance form in order to compare the signatures and verify the candidate's identity.

RULE 10 **LANGUAGE OF CERTIFICATION EXAMINATION**



10.1 All examination questions shall be in English.

10.2 All invigilators must be fluent in written and spoken English.

10.3 Candidates shall submit their answers to all examination papers in English.

RULE 11 **DISABLED CANDIDATES**

11.1 Disabled candidates are those who can prove that they suffer from a disability severely affecting their capacity to participate in the examination as set up for all other candidates.

11.1a Any such candidate shall provide to the Secretariat evidence issued in English by the competent authority to attest to the extent of their disability.

11.1b The evidence specified in Rule 11.1a shall accompany the application for enrolment for the certification examination as defined in RULE 5.

11.1c Depending on the severity and degree of the disability, the Secretariat or delegate thereof may allow the candidate to participate in the examination under conditions which compensate as far as possible for the consequences of the candidate's disability in respect of the examination.

11.2 Additional time for writing the examination papers, personal assistance or other logistical or technical support may be accorded as appropriate depending on the circumstances of a particular case.

RULE 12 **INVIGILATION**

12.1 Subject to Rule 12.1b, invigilators shall be members of the ISBQPIP.

12.1a For the conduct of the examination at an examination centre, the Secretariat shall appoint a chief invigilator and a deputy invigilator from among the members of the ISBQPIP or the Secretariat.

12.1b The ISBQPIP may nominate other invigilators if necessary.

RULE 13 **CONDUCT OF THE EXAMINATION**

13.1 If a candidate fails to comply with the instructions to candidates concerning the conduct of the examination or with instructions given on the basis thereof by the invigilators, the following measures may be taken by ISBQPIP in respect of that candidate:

13.1a Recommendation of deduction of marks

13.1b Instructions to the competent Examination Committee not to mark the answer paper concerned and not to award any marks, and/or



- 13.1c** Disqualification from sitting the examination at the next available date.
- 13.2** A decision concerning the options in Rule 13.1 will be made by the Regulatory and Disciplinary Committee as soon as possible after the examination.
- 13.3** If a candidate disturbs other candidates during the examination, the chief invigilator shall be empowered to suspend the candidate at once from the paper during which this occurs. The chief invigilator shall then send to the ISBQPIP a comprehensive report including any evidence. The ISBQPIP shall take a decision on the matter as soon as possible.
- 13.4** Complaints concerning the conduct of the examination shall not be entertained by the ISBQPIP unless a written statement of the facts is submitted to the chief invigilator at the latest 30 minutes after the closing signal has been given on the final day of the examination.
- 13.5** Any decision taken by the ISBQPIP pursuant to RULE 13 shall be based upon all the available evidence, reasoned and issued in English in writing.

RULE 14 **FRAUDULENT BEHAVIOUR**

- 14.1** Fraudulent behaviour is any behaviour by a candidate with the aim of obtaining an undue advantage in applying for enrolment as a candidate to sit the certification examination, during the examination or after the examination including at the time of registration as a QPIP or at the time of renewing QPIP registration. Such behaviour may consist, inter alia, of presenting false documents, making false or incomplete statements and/or using equipment during the examination which is not allowed.
- 14.2** The following measures may be taken by the ISBQPIP if fraudulent behaviour has been detected in applying for enrolment as a candidate to sit the certification examination or during the examination:
- 14.2a** Refusal of enrolment for the forthcoming and subsequent examinations;
 - 14.2b** Deduction of marks regarding the candidate's examination answer papers;
 - 14.2c** Instructions to the appropriate Examination Committee member to mark the answer paper only in part;
 - 14.2d** Instructions to the appropriate Examination Committee member not to mark the answer paper concerned and not to award any marks, and/or
 - 14.2e** Disqualification from sitting the examination for one or more years.
- 14.3** A decision concerning the options in Rule 14.2 will be made by the Regulatory and Disciplinary Committee as soon as possible after the fraudulent behaviour has been detected.



14.4 The following measures may be taken by the ISBQPIP if fraudulent behaviour is detected after the examination including at the time of registration as a QPIP or at the time of renewing QPIP registration:

14.4a Refusal to register the candidate as a QPIP for a period of time as determined by the Regulatory and Disciplinary Committee; or

14.4b Suspension of registration as a QPIP for a period of time as determined by the Regulatory and Disciplinary Committee; or

14.4c Revocation of registration as a QPIP indefinitely.

14.5 A decision concerning the options in Rule 14.4 will be made by the Regulatory and Disciplinary Committee as soon as possible after the fraudulent behaviour has been detected.

14.6 Any decision taken by the ISBQPIP pursuant to RULE 14 shall be based upon all the available evidence, reasoned and issued in English in writing.

RULE 15 **MARKING OF CERTIFICATION EXAMINATION PAPERS**

15.1 When marking answer papers, the members of the Examination Committee shall bear in mind that candidates may have written their answers in a language other than their mother tongue. Errors of grammar or style shall therefore not be penalised.

15.2 Marking sheets

15.2a Details of the marking shall be entered on marking sheets.

15.2b The Secretariat shall make available to the enrolled candidates example marking sheets at the time of releasing the grades as specified in Rule 16.2.

15.3 Two separate members of the examination committee will mark each paper and agree upon a mark.

RULE 16 **PASSING THE CERTIFICATION EXAMINATION**

16.1 A candidate shall be declared to have passed the examination if the candidate has been awarded a PASS grade for all of the examination papers. Each answer paper shall be marked on a scale from zero to 100 by the Examination Committee.

16.1a Where, on the merits of an answer paper, a mark of 50 or more is awarded, a PASS grade shall be awarded for that paper.

16.1b In the event the candidate fails to obtain a PASS grade for one or more exam papers, they may re-sit those examination paper(s) for which a PASS grade was not awarded within three years, after which the candidate would have to re-sit all papers to qualify as a QPIP.



16.2 Grades for the examination papers shall be released to each enrolled candidate no later than 1 August in the year the exam was held.

16.3 If a candidate does not pass all the papers then they will not be eligible to be registered as a QPIP but the ISBQPIP will keep a record of each paper for which a PASS grade was awarded for a period of three years.

RULE 17 **APPEALS CONCERNING CERTIFICATION EXAMINATION GRADES**

17.1 Any candidate may submit an appeal to request review of the marks awarded for one or more of the candidate's examination papers.

17.2 An appeal must be submitted in English to the Secretariat within two (2) weeks after the candidate has been informed of the grades and the appeal must be accompanied by:

- (1) the appeal fee as specified in Rule 17.3; and
- (2) supporting documentation as specified in Rule 17.5.

17.3 The appeal fee shall be three (3) times the examination fee specified in RULE 6 and the appeal fee shall only be refunded if the appeal is successful.

17.4 The appeal will not be deemed submitted by the Secretariat until the appeal fee has been paid.

17.5 Supporting documentation may include rebuttal based on the sample marking sheet provided to the candidate.

17.6 The appeal shall only be considered in English by the Supervisory Council and one (1) member of the Examination Committee.

17.7 A written appeal decision in English shall be rendered by the Supervisory Council within twelve (12) months from the date the appeal is deemed by the Secretariat to have been submitted.

17.8 The decision of the Supervisory Council in accordance with Rule 17.7 is final and is not subject to further appeal.

RULE 18 **PRIOR EXPERIENCE RECOGNITION (PER) FOR EXPERIENCED PATENT INFORMATION PROFESSIONALS**

18.1 A person may apply for Prior Experience Recognition (PER) status instead of enrolling for the certification examination referred to in RULE 8 if the person meets the eligibility criteria for PER set out in Rule 18.5. By applying for PER status, the



candidate shall automatically become an associate member according to Article 5.4.

18.2 Invitation for submission of PER applications

Initially those persons who reside in either the United States of America or Europe (i.e. any European country that is a member state or extension state of the [European Patent Organisation](#) at the time of applying for PER status) will be invited to apply. The residency requirement will be met if at the time of filing the PER application the applicant is deemed a resident for income tax purposes and in the preceding calendar year lived in the United States or Europe for a minimum of 245 days.

Note: At the time of first enactment of these Rules, only residents of the United States or Europe will be invited by the ISBQPIP to apply, because the ISBQPIP will have limited capacity to receive applications from all over the world. It is planned that once the applications from the United States and Europe are processed, that an invitation will be announced for other countries.

18.3 Time window for application

The time window within which to apply for PER status will last no longer than three months from the date the ISBQPIP issues a public invitation to apply.

Note: There will be a number of public notices that will be published at least three months prior to the application window opening. The public notices will provide details of the application process and the required documentation to support an individual's PER application. The public notices may appear in print or online from different organisations that may include patent information user groups, conferences, patent information library centres (such as PATLIB centres in Europe or the US Patent and Trademark Resource Centres (PTRC)), patent information database vendors and patent offices.

18.4 PER application fee

- 18.4a** An applicant for PER status shall pay the PER application fee in order for the application to be considered.
- 18.4b** The Secretariat shall not deem the PER application to have been submitted until the PER application fee has been paid and the documentation specified in Rules 18.6 has been received by the Secretariat.
- 18.4c** The Secretariat or a delegate thereof may request additional information in regard to payment of the fees indicated in Rule 18.4a.

Note: This PER application fee for considering and processing the PER application has yet to be set. It will be non-refundable. If an individual's application for PER status is rejected, then the paid fee will either be forfeited or the individual may use the paid amount to take the QPIP certification exams for the first time.



18.5 PER Eligibility Requirements²

18.5a Willingness to contribute.³

- (1) All applicants granted PER status shall serve at the request of the ISBQPIP on a committee of the ISBQPIP for a period of time in accordance with Article 10, or shall be required to participate in developing accredited training or courses related to the core competencies of the certification examination as defined in Rule 18.5b.
- (2) A roster that includes the names of all those who have obtained PER status shall be used by the ISBQPIP to randomly select individuals to participate as needed.
- (3) If an individual with PER status is selected to participate in accordance with Rule 18.5a, but is unable to do so for whatever reason, the individual will be excused from participating on that occasion.
- (4) An individual with PER status can only be excused from participating in accordance with Rule 18.5a(3) twice within a five year period.

18.5b Professional commitment to certification standard⁴

- (1) All applicants granted PER status must ensure they teach or otherwise exchange knowledge by teaching or developing a course or attending one or more courses directed to each of the three core competencies of the certification examination at some point during the three years from the date the PER applicant is registered as a QPIP. The three core competencies of the QPIP certification examination in accordance with RULE 8 are:
 - (i) Knowledge of patent law and patent systems;
 - (ii) Searching – approaches for devising and conducting a novelty, validity or opposition search and approaches for devising and conducting a patent infringement risk search as defined in Rule 4.3; and
 - (iii) Analysis - approaches for reviewing and categorising patent publications identified by a patent infringement risk search and approaches for reviewing patent and non-patent publications identified by a novelty, validity or opposition search as defined in Rule 4.3.

² Anybody who is convinced that (s)he should be recognised as PER but does not meet all requirements listed in the Rules, should request a review of experiences and competencies providing sufficient evidence.(see Force majeure/hardship clause article 18)

³ This requirement is necessary to establish a pool of sufficiently experienced individuals to draw upon to train others, develop and mark exams or otherwise participate in the ISBQPIP.

⁴ This requirement is necessary to establish a supply and demand for courses to be developed, presented and attended by a pool of sufficiently experienced individuals to allow a broad education for the future QPIP's.



- (2) Any activity conducted in accordance with Rule 18.5b(1) can be counted towards the minimum Continued Profession Development Points (CDP) as required in Rule 23.1.

18.5c Experience

At the time of applying for PER status, the applicant must have at least ten years of work experience with at least 60% of that time spent:

- (1) Searching patent information as defined in Rule 4.2;
- (2) A combination of searching patent information and mentoring as defined in Rule 4.2;
- (3) A combination of searching patent information and outsourcing as defined in Rule 4.2; or
- (4) A combination of searching patent information and overseeing search work of others as defined in below and in Rule 4.2.

18.5d “Overseeing search work of others” is defined as spending at least 75% of one’s workday directly supervising and directing the work of others within the same organisation who in the past three years have each completed at least 45 searches selected from the list of searches provided in Rule 4.3. **Types of searches to be completed**

- (1) The applicant must indicate in the application for PER status which types of search projects⁵ as defined in Rule 4.3 (s)he has been overseeing in in the ten (10) years preceding the date of application.
- (2) The search projects specified need not be conducted on behalf of any particular entity, but the search projects must be conducted in the course of business (not for personal interest).

18.5e Minimum technical qualification requirement

At the time of applying for PER status, the candidate must have:

- (1) At least a scientific, engineering or technical Bachelor Degree of three (3) year or four (4) year program duration in a technical field as defined in any publicly available edition of the patent classification system that is administered by the World Intellectual Property Office, the European Patent Office, the DPMA (German Patent and Trade Mark Office), the United States Patent and Trademark Office, the Japan Patent Office or any other national patent office; or
- (2) At least a technical qualification in a technical field as defined by any edition of any patent classification system as defined in Rule 18.5e(1) wherein the technical qualification was conferred by a university, technical university, technical high school, vocational college, higher technical college or institute, school of engineering, or any similar establishment and the qualification is deemed equivalent to a Bachelor

⁵ A single search project can include several individual searches that all aim to answer the question(s) posed by that search project.



Degree by the Netherlands Organisation for International Cooperation in Higher Education; or

- (3) At least ten (10) years of experience working in a technical field as defined by any edition of any patent classification system as defined in Rule 18.5e(1).

18.5f Continued Professional Development Activity Prior to PER Application⁶

At the time of applying for PER status, the candidate must have completed a minimum of five (5) Continued Professional Development (CPD) points as defined in Rule 23.7 which must be accumulated in the twelve (12) months prior to applying for PER status.

18.6 Required Evidence in support of Application for PER Status

At the time of applying for PER status, the applicant must provide the documentation as specified in this Rule, as applicable, in support of their application for PER. Evidence must be provided when requested.⁷

18.6a All PER applicants must provide, where possible, a written letter from their current and/or previous employer in English on company letterhead, stating the number of years of employment, in accordance with:

- (1) If an applicant has had more than one employer during the period specified in Rule 18.5c, the applicant must obtain letters from each employer in order to substantiate the claimed work experience.
- (2) If an applicant was self-employed during the entire period of time specified in Rule 18.5c, evidence of business registration as a search firm or patent information search consultant must be provided to substantiate the claimed work experience.
- (3) If an applicant work experience includes both employment and self-employment, then a letter from the employer(s) as well as evidence of business registration as a search firm or patent information search consultant must be provided to substantiate the claimed work experience for the time period stated in Rule 18.5c.

18.6b All PER applicants must provide a full curriculum vitae in English that includes at least a record of technical qualifications in accordance with Rule 18.5e, all employment positions held, any publications or conference presentations authored or co-authored, any current or previous memberships of professional user groups, societies or other related organisations and any positions held within those professional user groups, societies or other related organisations.

RULE 19 APPLICATION FOR PRIOR EXPERIENCE RECOGNITION

⁶ This requirement is to have people who are actively maintaining their knowledge. In the PER application form they should specify what they have done regarding CPD.

⁷ Evidence may include: copies of educational certificates, diplomas, etc.; evidence of conference presentations/publications and/or evidence of payment of patent information related membership fees.



- 19.1** To apply for PER status, candidates shall complete the PER application form available at www.qpip.org and the supporting documentation as set out in Rule 19.1a to 19.1g.
- 19.1a** The completed form and all of the supporting documentation must be submitted electronically in legible PDF format by attaching the documents to an email correspondence to be sent to the email address provided at www.qpip.org
- 19.1b** The electronic transmission of the completed form and all of the supporting documentation must be date stamped no later than 11:59 pm (Central European time) on the date the three month window as specified in Rule 18.3 closes.
- 19.1c** Subject to Rule 18.4b, the Secretariat or a delegate thereof shall provide to the applicant an electronic confirmation of receipt of the application and supporting document within two (2) business days of receipt.
- 19.1d** Subsequent to receiving the electronic confirmation of receipt, the applicant may be asked by the Secretariat or delegate thereof to provide further documentation in accordance with Rule 18.6.
- 19.1e** An applicant will only be excused from meeting the deadline date of Rule 18.3, in the event of a computer failure or electronic transmission failure caused by the ISBQPIP's electronic infrastructure, a natural disaster, war, government regulation, nuclear disaster, fire, labour disputes, civil disorder within a 50 kilometre radius of the applicant's residence or place of business, or any other cause beyond the control of the applicant that would make it illegal or impossible to comply with the time requirement of Rule 18.3. In all other circumstances, the applicant's late application will be disregarded.
- 19.1f** All applications for PER shall be reviewed by the Qualifications and Continued Professional Development Committee to determine if the candidate is eligible for PER.
- 19.1g** The candidate will be informed in writing of the outcome of the review of the PER application by the Qualifications and Continued Professional Development Committee within three (3) calendar months from the date the application for PER status was deemed submitted by the Secretariat in accordance with Rule 18.4b.

RULE 20 **APPEALS CONCERNING PER APPLICATION REJECTION**

- 20.1** An appeal may be submitted to request reconsideration of the applicant's rejected PER application.
- 20.2** An applicant must submit the appeal in English to the Secretariat within two (2) weeks after being informed of the rejection of the application and the appeal must be accompanied by:
- (1) The appeal fee as specified in Rule 20.3; and



(2) Supporting documentation as specified in Rule 20.5.

- 20.3** The appeal fee shall be six (6) times the PER application fee specified in Rule 18.4a and the appeal fee shall only be refunded if the appeal is successful.
- 20.4** The Secretariat shall not deem the appeal to have been submitted until the appeal fee has been paid.
- 20.5** Supporting documentation may include additional information not previously provided to the Secretariat to substantiate the applicant's claimed compliance with the eligibility requirements of RULE 18.
- 20.6** The appeal shall be considered by the Supervisory Council and one (1) member of Qualifications and Continued Professional Development Committee.
- 20.7** A written appeal decision in English shall be rendered by the Supervisory Council within twelve (12) months from the date the appeal is deemed by the Secretariat to have been submitted.
- 20.8** The decision of the Supervisory Council in accordance with Rule 20.7 is final and is not subject to further appeal.

RULE 21 **REGISTRATION AS A QPIP**

- 21.1** In order to be registered as a Qualified Patent Information Professional (QPIP), a person must pay the registration fee indicated in Rule 21.2 and the person must have either:
- 21.1a** Successfully passed in accordance with RULE 16 the certification exam papers as defined in RULE 8 after having qualified to enrol for the certification exam in accordance with RULE 4; or
 - 21.1b** Met all PER requirements as set out in RULE 18 in lieu of completing the certification exam as defined in RULE 8.
- 21.2** The registration fee will cover the registration renewal fee required by Rule 22.1 for the year immediately after the year in which the QPIP first becomes registered
- 21.3** The registration fee shall be decided each year by the Supervisory Council and shall be published at www.qpip.org with effect from 1 January until 31 December each year.
- 21.4** ISBQPIP shall maintain a public register of the names of the Qualified Patent Information Professionals (QPIPs).



- 21.5** For registration as a QPIP, candidates shall use the registration form available at www.qpip.org.
- 21.6** A completed registration form shall not be deemed to have been filed until the registration fee has been paid.
- 21.7** The Secretariat or a delegate thereof may request additional information.
- 21.8** Subject to Rule 21.7, the registration form shall be processed within two (2) weeks of the date on which the form is deemed by the Secretariat to have been submitted.
- 21.9** The QPIP shall be notified by the Secretariat of the date of registration.

RULE 22 **MAINTAINING QPIP REGISTRATION**

- 22.1** In order to maintain registration as a QPIP, the registrant must pay the registration renewal fee indicated in Rule 22.3 and the person must accumulate a minimum of ten (10) Continued Professional Development (CPD) points as specified in Rule 23.1 in each calendar year including the year in which the registrant was first registered as a QPIP.
- 22.2** If the QPIP has PER status, the registrant must not have been excused from participating as required by Rule 18.5a(4) for more than twice in any five year period.
- 22.3** The registration renewal fee shall be decided by the Supervisory Council and shall be published at www.qpip.org with effect from 1 January until 31 December each year.
- 22.4** A registration renewal shall not take effect until after the registration renewal fee has been paid.
- 22.5** The registration renewal fee must be paid by 31 January of each calendar year once registered as a QPIP.
- 22.6** In the event the registration renewal is not paid by 31 January in accordance with Rule 22.5, the registration of the QPIP shall be suspended with one opportunity for reinstatement provided that the registration renewal fee is received by 31 March of the following year.

RULE 23 **CONTINUED PROFESSIONAL DEVELOPMENT (CPD)**



- 23.1** Once a person is registered by the ISBQPIP as a QPIP, the person becomes a member as defined in Article 5.3 and in order to maintain registration as a QPIP the QPIP member will be required as part of the requirements specified in RULE 22 to accumulate and keep a record of a minimum of ten (10) CPD points per calendar year in accordance with Rule 23.7.
- 23.1a** Upon the introduction of the CPD requirement during the first calendar year the QPIP member will only be required to accumulate and keep a record of a minimum of five (5) CPD points in accordance with Rule 23.7.
- 23.2** If the minimum number of CPD points specified in Rule 23.1 is not accumulated within a calendar year as indicated in Rule 23.7 or insufficient information is recorded by the QPIP to substantiate the accumulation of CPD points as required by Rule 23.5c, the QPIP registration shall be immediately terminated subject to any exemptions as indicated in Rule 23.6 that may apply.
- 23.3** In the event registration as a QPIP is revoked in accordance with Rule 23.2, the candidate will be deemed eligible to enrol for the next available certification examination; the candidate shall pay the required fees and successfully complete the certification examination as set out in Rule 8.1 in order to become re-registered as a QPIP.
- 23.4** If the candidate chooses not to sit the next available certification examination or does not successfully complete the next available certification exam, the candidate shall be permitted to apply in accordance with RULE 4 and RULE 5 for enrolment in a future certification examination.
- 23.5 Audit of fulfilment of CPD calendar year requirements**
- 23.5a** Each year the Regulatory and Disciplinary Committee of the ISBQPIP shall conduct, in accordance with Rules 3.5d and 22.1, a random audit of those listed on the QPIP Register during which those individuals notified of the audit shall provide evidence to the Committee that the minimum required number of CPD points were obtained in the previous calendar year.
- 23.5b** The random audit of QPIPs will be conducted on an annual basis from 1 April of each year and cover the 1 January to 31 December of the preceding year
- 23.5c** QPIPs are responsible for maintaining accurate and detailed records of their CPD activity including but not limited to:
- (1) Name of event or activity;
 - (2) Location of event or activity;
 - (3) Date of event or activity;
 - (4) Duration of event or activity; and
 - (5) Organiser of the event or activity.
- 23.5d** ISBQPIP will provide a template for recording the CPD points.



23.6 Exemption from CPD

- 23.6a** In the event that a QPIP wishes to maintain his or her QPIP status, but is unable to meet the minimum required CPD points within a particular calendar year due to an event that required the person to cease his or her work duties for a period of six months or longer, the QPIP shall request in writing an exemption from the Regulatory and Disciplinary Committee as soon as practicable and before the end of the calendar year in question.
- 23.6b** The Regulatory and Disciplinary Committee will decide on a case-by-case basis whether to grant the exemption request.⁸
- 23.6c** During the exemption period, the minimum CPD point requirement will be waived by the ISBQPIP and the person's QPIP registration will be maintained so long as registration renewal fees in accordance with Rule 22.5 are paid within the applicable time limits.
- 23.6d** A single exemption may be granted for up to three calendar years⁹.
- 23.6e** If a QPIP requests exemption for less than three years, then the remaining portion of the three-year period is available for a future exemption request if needed.
- 23.6f** An exemption request must be for at least one calendar year. Semi-annual, quarterly, monthly, weekly exemptions or exemptions for a specified number of days totalling less than one calendar year will not be granted.
- 23.6g** If in a particular calendar year, the QPIP has obtained less than half of the required points and becomes aware that he or she will not be able to obtain the remaining points for that calendar year, the Regulatory and Disciplinary Committee may waive the remaining CPD point requirement for the calendar year in question if the QPIP promptly requests in writing that the Regulatory and Disciplinary Committee grant such waiver and states the reason(s) for his or her inability to obtain the remaining CPD points.
- 23.6h** Extensive workload, frequent travel or similar pleadings will not be considered acceptable reasons for granting a waiver or granting an exemption.

23.7 Eligible CPD event/activity categories

- 23.7a** The minimum required CPD points need to be obtained each year from at least two different groups of Groups I to IV as indicated in Rules 23.7b to 23.7e respectively and be spread across the course of the year. It is possible for the QPIP or PER applicant to obtain points for two different activities relating to the same event, but no more than six points can be obtained for any single event¹⁰.

⁸ The Regulatory and Disciplinary Committee will review the request and the stated reason(s) arising from an event which may include but is not limited to voluntary or involuntary termination of employment of the QPIP, maternity leave, paternity leave, adoption, carer's leave, sabbatical, secondment or illness.

⁹ In exceptional circumstances this period of time may be extended.

¹⁰ The minimum required points cannot be obtained solely for e.g. attending a single conference + satellite events related to that conference



Each activity listed under Groups I to IV ¹¹ may be counted no more than three (3) times in a given calendar year.

23.7b 1 point will be awarded for the following Group I activities or events:

- (1) Reading books, journal articles, conference papers, conference proceedings or online forums such as law blogs relating to patent law, patent information retrieval or patent information analysis. The QPIP must keep a detailed record of what they read and when.
- (2) Acting as a peer review referee for a patent-information-related publication.
- (3) Attending remotely or in person a patent information vendor webinar.
- (4) Attending remotely or in person a patent information vendor introduction.
- (5) Internal peer review of patent-related search reports. The QPIP must keep a detailed record of when the peer review occurred.

23.7c 2 points will be awarded for the following Group II events or activities:

- (1) Attending remotely or in person a full-day patent information vendor training.
- (2) Attending remotely or in person a half-day internal training meeting with vendors.
- (3) Attending remotely or in person an internal presentation on patent information developments lasting up to four hours.
- (4) Attending remotely or in person a national or international patent user group meeting lasting up to four hours in which patent information developments are discussed and not administrative work related to the user group.
- (5) Evaluation and preparing a report or presentation of new patent information tools for retrieval or analysis. The QPIP must keep a detailed record of the tools evaluated and when.

23.7d 3 points will be awarded for the following Group III events or activities:

- (1) Attending remotely or in person a one-day seminar relating to patent information.
- (2) Attending remotely or in person an internal training course or meeting relating to patent information or scientific, engineering or technical training lasting four hours or longer
- (3) Actively serving as a member of a program committee for an external conference of any duration.
- (4) Actively serving on the editorial committee of a patent-information-related publication.

¹¹ The activities listed below for each group are provided as a guide and this guide is a non-exhaustive list of all permissible activities. If in doubt as to whether an activity can be awarded points, it is recommended that the Qualifications and Continued Professional Development Committee of the ISBQPIP be contacted.



- (5) Authoring or co-authoring a publication published in the public domain such as a blog or a company website.
- (6) Attending remotely or in person a national or international patent information user group meeting lasting four hours or longer in which patent information developments are discussed and not administrative work related to the user group.
- (7) Attending in person a conference relating to patent information lasting one full day (at least 6 hours).

23.7e 4 points will be awarded for the following Group IV events or activities:

- (1) Presenting as one of the speakers in an external training course relating to patent information.
- (2) Teaching an internal or external training course relating to patent information retrieval or analysis or developments in patent law and their impact on patent information.
- (3) Presenting a lecture, seminar or workshop at an external conference on a patent-searching or patent-analysis-related subject.
- (4) Authoring or co-authoring a book, article or report relating to patent information that is published in an established industry journal such as *World Patent Information*.
- (5) Attending in person a conference (relating to patent information), lasting two full days or longer, for the entire duration.
- (6) Preparing QPIP certification exam papers.
- (7) Marking QPIP exam papers.
- (8) Studying for a professional qualification relating to patents or information retrieval such as QPIP.
- (9) Completing a course recognised by the Accreditation Committee of the ISBQPIP as suitable for preparing to sit the QPIP examinations.

RULE 24 **APPEALS CONCERNING ANY DECISIONS NOT ELSEWHERE PROVIDED FOR**

24.1 Unless stated otherwise, a person may on his or her behalf or behalf of an organisation appeal¹² before the Supervisory Council any decision taken by any committee of the ISBQPIP as specified in Article 10 by contacting the Secretariat in English in writing and following the procedures provided.

24.2 The appeal shall be considered in English by the Supervisory Council and one (1) member of the committee whose decision is being appealed.

¹² People may for instance appeal when it has been decided that they are not eligible for enrolment to the examinations because their situation is not covered by the Articles and Rules, but they still believe they should be eligible for enrolment because of other qualifications and/or experiences.

- 24.3** Any decision taken by the Supervisory Council in connection with an appeal submitted pursuant to Rule 24.1 shall be based upon all the available evidence, reasoned and issued in writing as soon as possible.

RULE 25 **FINANCES AND EXPENDITURES**

- 25.1** The Treasurer of ISBQPIP shall maintain proper accounts of all ISBQPIP funds giving a true and accurate record of all transactions of the ISBQPIP.
- 25.2** The Treasurer shall prepare and submit an annual report to the Supervisory Council for approval, including the annual financial statements of the ISBQPIP, which shall be provided to the Supervisory Council within three (3) months after the end of each financial year as defined in Article 14.1.
- 25.3** Travel cost and other expenditures will be reimbursed by the Treasurer within reasonable limits and after approval by the Supervisory Council, as far as budget allows in accordance with Article 12.3.

RULE 26 **PAYMENT OF FEES**

- 26.1** Any fees payable in accordance with the Articles or Rules shall be transferred to ISBQPIP using the payment option or bank account information available at www.qpip.org

RULE 27 **OFFICIAL LANGUAGE OF ISBQPIP**

- 27.1** In accordance with Article 15, all correspondence, transactions and interaction with and within the ISBQPIP shall be in English.

RULE 28 **ENTRY INTO FORCE**

- 28.1** These Rules enter into force on YYYYMMDD.

