

## **Annex 1**

### **DEFINITIONS FOR OFFICES EXPENDITURES**

#### **EPO expenditures**

##### **Personnel:**

Salaries and allowances of permanent staff as well as of all categories of temporary staff; employer's contributions to sickness, death, invalidity, long-term care and pension schemes; recruitment, transfer and leaving costs; medical care; staff welfare; training; European School and crèches.

##### **Property and equipment:**

Operating costs related to the maintenance of buildings, technical installations, equipment, furniture and vehicles, such as rent, cleaning, repairs and depreciation; electricity, gas, water.

##### **EDP equipment and maintenance:**

Operating costs related to the maintenance of EDP hardware and software; purchases below capitalization threshold (750 EUR); licenses; programming costs of self-developed systems as far as they do not qualify for capitalization.

##### **Co-operation and patent information:**

Published patent documentation on all media; public information; public relations and representation; meetings; costs of supervisory bodies; co-operation with contracting states including outsourced work and financial support to national patent offices; and assistance to third countries.

##### **General operating expenses:**

Travel; non-EDP purchases below capitalization threshold; supplies; security and messenger services; consultants; external audit; other contract work; postage and telecommunications; documentation costs such as books, technical journals and external database interrogation; insurance; taxes and public levies; third-party funded projects; other miscellaneous small-scale expenditure.

## **JPO Expenditures**

### **Expense for JPO's business**

#### **Expense for business processing**

##### General processing work

- Existing personnel (including increase and transfer)

- General administration

- Various councils

- Encouragement of guidance including patent management

- External rented offices

- Internationalization of industrial property administration

- Project for supporting medium and small company's applications

- Data communication system for accounting work in government

- Live telecast system for parliament examination

##### Examination and appeals/trials, etc.

- Infrastructure improvement for examination and appeals/trials

- Disposition of examination and appeals/trials

- Execution of PCT

- Patented micro organisms deposition organization

##### Information management

- Management of information for use in examination and appeals/trials

##### Publication of Patent Gazette, etc.

#### **Computerization of patent processing work**

#### **Facility improvement**

#### **INPIT operation**

#### **Others**

## **USPTO expenditures**

### **Salaries and Benefits:**

Compensation directly related to duties performed for the Government by Federal civilian employees. Also included are benefits for currently employed Federal civilian personnel.

### **Equipment:**

Property of a durable nature, which is defined as : property that normally may be expected to have a period of service of a year or more, after being put into use, without material impairment of its physical condition or functional capacity. Also included is the initial installation of equipment when performed under contract.

### **Rent & Utilities:**

Payments for the use of land, structures, or equipment owned by others and charges for communication and utility services.

### **Printing:**

Printing and reproduction obtained from the private sector, or from other Federal entities. Including:

- Typesetting and lithography.
- Duplicating.
- Standard forms when specially printed or assembled to order and printed envelopes and letterheads.
- Publication of notices, advertising, radio and television time.
- Photo composition, photography, blueprinting, photostating, and microfilming.
- The related composition and binding operations performed by the Government Printing Office, other agencies, or other units of the same agency on a reimbursable basis, and commercial printers or photographers.

### **Supplies & Materials:**

Commodities that are:

- Ordinarily consumed or expended within one year after they are put into use.
- Converted in the process of construction or manufacture.
- Used to form a minor part of equipment or fixed property.
- Other property of little monetary value that does not meet any of the three criteria listed above, at the option of the agency.

### **Contracts and Services:**

Services acquired by contract from non-Federal sources (that is, the private sector, foreign governments, State and local governments, Native American/Native Alaskan tribes), as well as, from other units within the Federal Government. This object class consists of three types of services:

- Management and professional support services.
- Studies, analyses, and evaluations.
- Engineering and technical services.

### **Other**

All other expenses not covered by the above.