

Assignment 1: Document Samples

Predict 453

Section 55

Spring Quarter

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04/07/2013

United Nations World Health Organization (WHO) - Executive Board Session (1/21-29/2013)

Information Documents – EB132/INF./1 (Statement by the representative of the WHO staff)

http://apps.who.int/gb/ebwha/pdf_files/EB132/B132_INF1-en.pdf

The “Statement by the representative of the WHO staff associations” is a concise document that highlights the major topics, issues, and projects that are focused on by the WHO. The main points and subsequent opinions are the following:

- The staff association represents 10,000 United Nations (UN) employees throughout the world.
- There is “grave concern” on the lack of communication for the new rules surrounding the “appointment policy” for staff members and lack of timeliness for relocation.
- A long serving civil servant can be terminated with only “three months” notice.
- A “cost benefit analysis” has been requested to assess the long-term efficacy of the changes.
- A model reflecting the “Short, medium, and long –term staffing” is necessary for fairness.
- “Staff Rule 920” lacked “evidence-based justification” in implementing the new policy.
- A “gender analysis” has been requested in an effort to ascertain the equality of eligibility.
- 2012 was the first time that participation of women was reduced in “WHO’s workforce”.
- The recent “staff cuts and reduced expenditures” have three key data points:
 - Reduction in payroll amounting to 7 million – a savings of 8.5%
 - Organizations staffing level was reduced by 937 people – 11.3%
 - 15% of the workforce is going to retire in the next 5 years and 32% in ten years
- WHO has increased responsibilities in the “biennium programme budget” and will need staff.

This particular meeting highlighted the streamlining of the WHO and the reaction from staff.

From peering over other documents, the focus is usually on outward issues facing the WHO.

8-K Report of unscheduled material events or corporate event | US Bank 03/14/2013

http://phx.corporate-ir.net/phoenix.zhtml?c=117565&p=irol-sec&control_selectgroup=Current%20Reports

The 8-K statement is unique in that it discloses unplanned events and happenings from an organizations perspective. From reviewing a few of the 8-K's, the date is important from a timing standpoint. "Item 8.01" is an important title in that it is the executive summary of the events being categorized. The word "announced" generally precedes the important information being disclosed. In addition, the word "recommend" is generally followed by the tactical steps put forth from US Bank. Finally, the word "Also" precedes additional information that is included but different from the original train of thought from the 8-K.

"News Release" is the beginning title of the actual public release. In this section, the word "Disclosed" is followed by the important information that was found in Item 8.01 with the exception that more background information is given for the public. The phrases "did object", "did not object", or "non-objection" is important because it is usually associated with the Federal Reserve's decision in regard to the topic of the news release. "Board of directors" is a term that prefaces the direction of general statement that US Bank is heading.

Given that this information is highly public, the overall feeling and vibe is generally positive and upbeat. Words such as "pleased", "excited", and "extraordinary" are common for a positive press release. On the other hand, words like "regret", "adverse", and "unforeseen" denote a negative press release. Bullet points generally denote a plan, course of action, or breakdown.

In this specific press release, US Bank was announcing an increase in dividends as well as a plan to buy back company securities. The overall vibe was positive, reassuring, and confident. Furthermore, the press release broke down, in bullet-points, how the dividend would be dispersed over the different classes of securities for US Bank.

USPTO Patent Full-Text and Image Database

<http://patft.uspto.gov/netacgi/nph->

[Parser?Sect1=PTO2&Sect2=HITOFF&p=1&u=%2Fnetacgi/nph-">Parser?Sect1=PTO2&Sect2=HITOFF&p=1&u=%2Fnetacgi/nph-](#)

[bool.html&r=20&f=G&l=50&co1=AND&d=PTXT&s1=%22Solar+Panel%22&OS=%22Solar+Panel%2](#)

[2&RS=%22Solar+Panel%22](#)

Within the whole document, the description of the patent appears to be the zenith. Very descriptive, articulate, and minuscule points are made throughout the document. This particular patent is for an automated plant watering apparatus. The main points of this document clearly define what the patent is and other patents that are similar. Throughout the document, the author basically tells the story of the invention and all the surrounding information regarding the patent. Opinions are not expressed very clearly throughout the document based on the irrelevance of an opinion in the subject-matter of an initial patent.

The phrase “US published application “wildcard” discloses” is used to denote other similar patents and what those specific patents cover/accomplish. The term “various embodiments” is followed by the accomplishments or features that the patent brings about. While a visual graphic is not immediately present, the term “FIG” denotes the visual description of the patent. Furthermore, each “FIG” is further expounded by an “Embodiment” topic which is followed by a 1-5 paragraph articulation. There is a definition portion in the document and the name of each term is followed by a colon (:). Finally, the term “To the extent” denote the conclusion of the patent with the final remarks.

When reviewing the patent document, the word that comes to mind is “thorough”. Given that the patent is a legal document, one can understand its long nature. The key terms and phrases identified above would help one to quickly review the key points in a patent in an effort to speed up the time-consuming process of reviewing a patent.