

**General Information on**

**The JPO/IPR Training Program**

**FY 2020**

**(for Kingdom of Thailand)**

## **ABOUT GENERAL INFORMATION (GI):**

### **I. Background**

Recent years, R&D and business activities are becoming increasingly global and borderless, and the securing of Intellectual Property (IP) protection is becoming an extremely important issue worldwide. IP protection is a key factor in promoting foreign investment and technology transfer, as well as for boosting a nation's industrial development. Therefore, since 1996, the Japan Patent Office (JPO) has provided vigorous support for human resource development in order to reinforce the protection of IP in developing countries. The training program in Japan is funded by the JPO, while its operation is entrusted to Japan Institute for Promoting Invention and Innovation (JIPII) and the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS).

(For more details, please refer to the following website;

<https://www.jpo.go.jp/e/news/kokusai/developing/index.html>).

### **II. Objective**

The General Information (GI) is to inform your IP Office about the training program targeting your country regarding financial support, application procedures and so on. All contents are shown in "**III. Contents.**" We would like to request that you nominate appropriate candidates for each program based on the requirements on this GI. We would also like to ask that you provide this information to the candidates when you recruit applicants for each program.

### **III. Contents**

#### **(i) TRAINING PROGRAM**

#### **(ii) REQUIREMENTS AND PROCEDURES FOR IN-PERSON TRAINING COURSES**

1. TRAINING COURSE ATTENDANCE REQUIREMENT
2. APPLICATION PROCEDURE
3. SCREENING PROCESS
4. TRAINING LOCATION AND ACCOMMODATION
5. TRAINING EXPENSES
6. TERMS AND CONDITIONS OF PARTICIPATION
7. CANCELLATION PROCEDURE
8. CORRESPONDENCE

#### **(iii) REQUIREMENTS AND PROCEDURES FOR ONLINE TRAINING COURSES**

1. TRAINING COURSE ATTENDANCE REQUIREMENT
2. APPLICATION PROCEDURE
3. SCREENING PROCESS
4. TRAINING EXPENSES
5. TERMS AND CONDITIONS OF PARTICIPATION
6. CANCELLATION PROCEDURE
7. CORRESPONDENCE

#### **(iv) APPENDIX**

#### **(v) ANNEX**

## (i) TRAINING PROGRAM

The training courses listed in the table below are targeted to your office. The number of people to be admitted and the deadline for application are also described below.

### <Must-read>

#### Outline and Duration of Courses

The following courses will be implemented by inviting participants to Japan and having in-person lectures.

Depending on upcoming circumstances, however, some or all of the following courses may be transitioned to online courses. Those training courses to be conducted before the end of December 2020 (colored in blue) have a particularly high possibility of being conducted as online courses. We will inform IP Offices during July 2020 as soon as any changes have been finalized.

In the case any of the following in-person courses are transitioned to online courses, the starting date of the course is not expected to change, but the course may possibly be shortened or lengthened as necessary. (IP Offices will be informed of any changes as soon as they are finalized.)

In transitioning to online courses, please understand that some changes to course content without advance notice may be necessary.

	Course Title	Term of Course (Number of days *1)	Number of Participants Allocated for Your Country	Target:		Deadline for Application
				IP Office Officials	Non-IP Office personnel *2	
1	JPO/IPR Training Course on Design Examination Under the Hague System	September 14 - 25, 2020 (5 days)	2	X		July 29, 2020
2	JPO/IPR Training Course for IP Trainers	October 1 - 21, 2020 (10 days)	2	X*3	X	August 12, 2020
3	JPO/IPR Training Course on Patent Examination Management for Managers	October 5 - 14, 2020 (5 days)	2	X		August 17, 2020
4	JPO/IPR Training Course for Practitioners Specializing in Trademarks	October 12 - 30, 2020 (10 days)	2		X	August 19, 2020
5	JPO/IPR Training Course on General Management of IP Office	October 20 - 27, 2020 (4 days)	1	X		August 5, 2020
6	JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	October 26 - November 11, 2020 (8 days)	2	X	X	August 24, 2020
7	JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners	November 2 - 13, 2020 (6 days)	1	X		September 1, 2020

8	JPO/IPR Training Course for Practitioners Specializing in Patents	November 9 - December 4, 2020 (13 days)	2		X	September 7, 2020
9	JPO/IPR Training Course on Substantive Examination of Trademarks	November 16 – December 3, 2020 (9 days)	1	X		September 15, 2020
10	JPO/IPR Operational Patent Examination Training Program (OPET) *4	Part 1: December 1 - 17, 2020 Part 2: January 12 – 28 2021 (26 days)	2	X		October 7, 2020
11	JPO/IPR Training Course on Information Technology	December 9 - 18, 2020 (5 days)	1	X		October 9, 2020
12	JPO/IPR Training Course on Trial and Appeal System	January 25 - February 3, 2021 (5 days)	2	X		November 6, 2020
13	JPO/IPR Training Course on Promoting Public Awareness of IP	February 1 - 10, 2021 (5 days)	1	X	X	November 12, 2020

\*1 An approximate number of days required for each course (around six hours per day)

\*2 Please see ANNEX for details on targeted candidates.

\*3 This training course targets in particular non-IP Office personnel. However, if there are no such candidates available, IP Office Officials in charge of IP training and/or act as IP trainers are acceptable.

\*4 The OPET program will be divided into two parts and held at two different times.

## **(ii) REQUIREMENTS AND PROCEDURES FOR *IN-PERSON* TRAINING COURSES**

### **<Must-read>**

The following information is applicable for *in-person* training courses.

Please be aware that some courses cannot be held *in person* due to the present circumstances.

In this case, we ask that you to register for *online* coursework (see section (iii) for further information).

As mentioned above, we will inform you as early in July 2020 as possible regarding the method for holding each course.

### **1. TRAINING COURSE ATTENDANCE REQUIREMENT:**

#### **(1) Attendance**

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the **ANNEX** for each training course.

#### **(2) Certificate of Completion**

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
  - Attend two-thirds of the scheduled activities of the course.
  - Submit all documents which are required for the course.

### **2. APPLICATION PROCEDURE:**

#### **(1) Gathering applications**

The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

#### **(2) Prepare a Priority List (Attachment A)**

After gathering applications, the IP Office will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

\* Maximum number of candidates from each country

Multi-country courses: 6, single-country courses: 10.

#### **(3) Submission of application documents with Priority List**

Prepare all necessary documents in digital format (scan, PDF, etc.), including digitized Priority List, Application Form, and other documents, and email them as attachments to the email address given in section **8. CORRESPONDENCE** before the deadline.

- Regarding documents that require a signature, please sign them before scanning or digitizing them.
- Please be sure to submit the completed Application Form in Excel format as well.
  
- Application documents to be submitted by candidates:
  - (i) JPO/IPR Application Form FY2020 (Parts 1 to 6) (**Attachment B**)
  - (ii) A photograph of applicant (face only)
  - (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's

- license with name and address written in Romanized alphabet)
- (iv) A copy of a brochure of applicant's company/organization

### **3. SCREENING PROCESS:**

#### **(1) Screening Committee**

- A screening committee consisting of the representatives from the JPO, JIPII and AOTS will select participants from among the candidates with the qualifications required for each training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by the IP Office exceeds the number of participants allotted to a course, we may increase the number of participants to be invited, depending on the total number of candidates nominated for the course. In that case, we will use the order of priority stated in Priority List as reference in the selection process.
- As a result of the screening, the organizer may ask Offices to reconsider their nominations.

#### **(2) Notifying the results of screening to their IP Offices and sending invitation documents to the participants**

The results of screening will be sent to their IP Offices. The invitation documents, along with related documents for the training course, will be sent to the participants at the same time.

### **4. TRAINING LOCATION AND ACCOMMODATION:**

#### **(1) Training Location:**

Asia-Pacific Industrial Property Center (APIC)  
Japan Institute for Promoting Invention and Innovation (JIPII)  
4-2, Kasumigaseki 3-chome, Chiyoda-ku, Tokyo 100-0013, Japan  
Tel: 81-3-3503-3026, Fax: 81-3-3503-3239

#### **(2) Accommodation (and Training Location):**

Tokyo Kenshu Center (TKC)\*  
The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]  
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan  
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763 (Reception)  
URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center/>

\* There are some cases in which accommodations other than the TKC are designated.

\* The travel between accommodations and training location, as well as other sites to be visited, is basically by public transportation and on foot.

### **5. TRAINING EXPENSES:**

The following training expenses will be provided to each participant by the JPO:

#### **(1) International Air Fare (in kind)**

The JPO will arrange and purchase the most efficient and economical route for round-trip economy class air tickets to Japan from an international airport in the participant's home country that has been specified by the JPO.

#### **(2) Local Transportation Fees**

The JPO will provide each participant the fare of local transportation between Narita/Haneda airport and the train station nearest the designated accommodations.

### **(3) Daily Subsistence Allowance (DSA)**

The JPO will finance each participant a Daily Subsistence Allowance (DSA), which shall cover accommodations, breakfasts, lunches, dinners and commuting expenses during your stay in Tokyo.

### **(4) Medical Insurance**

Overseas Travel Insurance (for accidents and illness) is provided by the JPO. The period of insurance is from the completion of entry screening procedures until the completion of exit procedures at the airport in Japan.

\*The JPO is not responsible for any expenses which occur in a participant's home country (e.g. expenses for obtaining a visa, transportation fee from and to the airport).

## **6. TERMS AND CONDITIONS OF PARTICIPATION:**

Participants will be requested to confirm their agreement with the "AOTS RULES RELATING TO TRAINEES OF THE JPO/IPR TRAINING PROGRAM," which includes the following conditions:

- (1) Participants shall obtain a "Training Visa" by submitting the invitation documents supplied by AOTS to the Japanese Embassy or Consulate in their home countries. Participants will lose their qualification to participate in the training course if they enter Japan with the wrong kind of visa.
- (2) Air tickets to and from Japan will be provided by AOTS in kind. All participants are asked to ensure that they make all necessary arrangements required in their country before their journey to Japan. AOTS will arrange flights for arrival in Japan the day before the commencement of the training course, and departure the day after the final day of the training course. No changes in the route, class or flight date are allowed.
- (3) Participants may not change their flight schedule for any reason.
- (4) Participants must stay at the designated accommodations during the training course.
- (5) Family members may not accompany participants to Japan.
- (6) Participants may not participate in any other activities after departing or prior to returning to their home country.

## **7. CANCELLATION PROCEDURE:**

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

## **8. CORRESPONDENCE:**

For further information, please contact the following:

[AOTS Head Office]

Mr. KUBOTA Shinya, Senior Manager

Industry Promotion Group, Economy Partnerships Promotion Department

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8253, Fax: 81-3-3888-8242

URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center>

E-mail address: Specialprojects1-at@aots.jp

## **(iii) REQUIREMENTS AND PROCEDURES FOR *ONLINE* TRAINING COURSES**

### **<Must-read>**

The following information is applicable for *online* training courses. Please see section (ii) when applying for *in-person* training courses.

As mentioned above, we will inform you as early in July 2020 as possible regarding the method for holding each course.

### **1. TRAINING COURSE ATTENDANCE REQUIREMENT:**

#### **(1) Attendance**

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the **ANNEX** for each training course.

#### **(2) Certificate of Completion**

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
  - Attend all the scheduled activities of the course.
  - Submit all documents which are required for the course.

### **2. APPLICATION PROCEDURE:**

#### **(1) Gathering applications**

The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

#### **(2) Prepare a Priority List (Attachment A)**

After gathering applications, the IP Office will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

\* Maximum number of candidates from each country

Multi-country courses: 6, single-country courses: 10.

#### **(3) Submission of application documents with Priority List**

Prepare all necessary documents in digital format (scan, PDF, etc.), including digitized Priority List, Application Form, and other documents, and email them as attachments to the email address given in section **7. CORRESPONDENCE** before the deadline.

- Regarding documents that require a signature, please sign them before scanning or digitizing them.
- Please be sure to submit the completed Application Form in Excel format as well.
  
- Application documents to be submitted by candidates:
  - (i) JPO/IPR Application Form FY2020 (Parts 1 to 6) (**Attachment B**)
  - (ii) A photograph of applicant (face only)
  - (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's license with name and address written in Romanized alphabet)



- (iv) A copy of a brochure of applicant’s company/organization

### 3. SCREENING PROCESS:

#### (1) Screening Committee

- A screening committee consisting of the representatives from the JPO, JIPII and AOTS will select participants from among the candidates with the qualifications required for each training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by the IP Office exceeds the number of participants allotted to a course, we may increase the number of participants to be invited, depending on the total number of candidates nominated for the course. In that case, we will use the order of priority stated in Priority List as reference in the selection process.
- As a result of the screening, the organizer may ask Offices to reconsider their nominations.

#### (2) Notifying the results of screening to their IP Offices and sending invitation documents to the participants

The results of screening will be sent to their IP Offices. The invitation documents, along with related documents for the training course, will be sent to the participants at the same time.

### 4. TRAINING EXPENSES:

The JPO will not cover any expenses related to environmental maintenance/improvement, postage, Internet or any other forms of communication.

### 5. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the “CONDITIONS FOR PARTICIPATING IN THE JPO/IPR TRAINING PROGRAM,” which include the following:

#### Requirements for online participation

- (1) Participants are required to attend all online lectures during the course period, particularly the live interactive lectures. In certain lectures where live participation is possible, a discussion element may also be incorporated. For those in countries where there are difficulties taking live interactive lectures, you will be required to view a video stream of that lecture, or another designated lecture, on a different day.
- (2) The following items will be necessary in order to take the online courses:
  - A device for connecting to the internet, such as a PC, tablet, or smartphone
  - Additional connecting devices (earphones or a headset with microphone)
- (3) System requirements:

i. For the Learning Management System: manabeat (tentative)

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	<a href="https://www.manabeat.com/system/index.html">https://www.manabeat.com/system/index.html</a>
	Apple Mac OS X	Safari	
Mobile	Apple iOS 8 / 9 / 10 / 11 / 12 / 13	Safari	
	Google Android 5 / 6 / 7 / 8 / 9 / 10	Google Chrome	

ii. For live interactive lectures: Zoom (tentative)

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 7 / 8 / 8.1 / 10	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	<a href="https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux">https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux</a>
	Apple Mac OS X 10.9 or later	Safari 11 Google Chrome Mozilla Firefox	
Mobile	Apple iOS 8.0 or later	(Download and install the application from the URL on the right.)	<a href="https://apps.apple.com/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/app/zoom-cloud-meetings/id546505307</a>
	Google Android 5.0x or later	(Download and install the application from the URL on the right.)	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings&amp;hl">https://play.google.com/store/apps/details?id=us.zoom.videomeetings&amp;hl</a>

**IP rights and privacy**

- (1) The streamed lectures may not be downloaded or recorded in any way, and they may also not be used for any other purpose than participation in the course.
- (2) Data distributed to participants through the lectures may be used only for designated and approved purposes.
- (3) The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.

**6. CANCELLATION PROCEDURE:**

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

**7. CORRESPONDENCE:**

For further information, please contact the following:

[AOTS Head Office]

Mr. KUBOTA Shinya, Senior Manager

Industry Promotion Group, Economy Partnerships Promotion Department

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8253, Fax: 81-3-3888-8242

URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center>

E-mail address: Specialprojects1-at@aots.jp

## **(iv) APPENDIX**

The following documents are attached to this General Information (GI).

Attachment A: Priority List

Attachment B: JPO/IPR Training Application Form FY2020

## **(v) ANNEX**

Details of the following programs are provided.

Annex 1: JPO/IPR Training Course on Design Examination Under the Hague System

Annex 2: JPO/IPR Training Course for IP Trainers

Annex 3: JPO/IPR Training Course on Patent Examination Management for Managers

Annex 4: JPO/IPR Training Course for Practitioners Specializing in Trademarks

Annex 5: JPO/IPR Training Course on General Management of IP Office

Annex 6: JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer

Annex 7: JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners

Annex 8: JPO/IPR Training Course for Practitioners Specializing in Patents

Annex 9: JPO/IPR Training Course on Substantive Examination of Trademarks

Annex 10: JPO/IPR Operational Patent Examination Training Program (OPET)

Annex 11: JPO/IPR Training Course on Information Technology

Annex 12: JPO/IPR Training Course on Trial and Appeal System

Annex 13: JPO/IPR Training Course on Promoting Public Awareness of IP

## Annex 1

### **JPO/IPR Training Course on Design Examination Under the Hague System**

#### **1. Duration:**

**September 14 - 25, 2020**

[Number of days required for this course (around six hours per day): 5 days]

[Application Deadline: **July 29, 2020**]

#### **2. Objective:**

To encourage and assist candidate countries of the Geneva Act of the Hague Agreement Concerning the International Registration of Industrial Designs (the Hague System), to deepen the understanding on expertise of applicable laws and regulations, Examination Guidelines, and examination practices for designs and to improve the expertise for prompt and appropriate design examination for participants by sharing Japan's experiences in accommodating the Hague System into its national design system, including the practical execution of substantive examination.

#### **3-1. Specific Requirement(s) for This Course:**

Candidates have to be design examiners from IP Offices who have more than one year of experience conducting substantive examination and/or officials involved in preparation for accession to the Hague Agreement in IP Offices.

Candidates can also be accepted from IP Offices that only perform formality examination of design applications. In this case, the candidates have to have more than one year of experience in formality examination of design applications.

#### **3-2. General Requirements (applicants must meet all of the following requirements):**

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.  
\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their**

**nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List, and necessary documentation provided if necessary.**

**4. Language:**

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

**5. Country Report:**

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

**6. Training Schedule: TBD**

The schedule below is tentative. Please note that the subject contents may vary in the finalized schedule.

**(Ref.) JPO/IPR Training Course on Design Examinations Under the Hague System**

**[Japan Time]**  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	APIC Orientation (APIC Introduction/Explanation of Documents)	APIC
		Courtesy Call to Executive JPO Officials	APIC
	PM	Design Examination Guidelines and Design Examination Practice (1) (including examination of New and Emerging Designs)	APIC
Day 2	AM	Design Examination Guidelines and Design Examination Practice (2) (including examination of New and Emerging Designs)	APIC
	PM	Design Right Infringement Suits	APIC
Day 3	AM	Outline of Hague Agreement	APIC
	PM	Sharing the Japanese Experience on Hague Agreement Affiliation	APIC
Day 4	AM	The role of the Applicant’s Contracting Party (Indirect Filing) and the Designated Contracting Party	APIC
	PM	Procedures for examination under the Hague Agreement	APIC
Day 5	AM	Advantages of the Hague Agreement System for Attorneys	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	

## Annex 2

### JPO/IPR Training Course for IP Trainers

#### 1. Duration:

**October 1 – 21, 2020**

[Number of days required for this course (around six hours per day): 10 days]

[Application Deadline: **August 12, 2020**]

#### 2. Objective:

In disseminating and raising awareness of IP rights for young people in particular, to deepen the participants' understanding of required knowledge (e.g. legal systems and international treaties) and methods of education (e.g. textbooks and implementation plans) as well as train suitable educators/instructors through conducting presentations and exchanging opinions on IP rights dissemination activities.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be lecturers / employees at universities or research institutions involved in education related to the intellectual property system.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

#### (Ref.: FY2019) JPO/IPR Training Course for IP Trainers

[Japan Time]

AM 10:00 - 13:00

PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Visit to JPO Visit to the National Center for Industrial Property Information and Training (INPIT) Department of reference library and consultation	JPO or APIC
		Watching DVD (APIC)	
		APIC Orientation	APIC
	PM	Intellectual Property Education (1) How to Develop Creativity	APIC
Day 2	AM	Intellectual Property Education (2) Case Study Presentations by Course Participants (Present Condition of Intellectual Property Education in Respective Countries)	APIC
	PM		
Day 3	AM	Intellectual Property Education (3) Key Points of Intellectual Property Education for Youth	APIC
	PM	Intellectual Property Education (4) Case Study (Case Study Practice of Education) Creating Teaching Notes	
Day 4	AM	Intellectual Property Education (5) Active Learning	APIC
	PM		
Day 5	AM	Intellectual Property Education (6) Intellectual property specialists	APIC
	PM	Intellectual Property Education (7) Enterprise (Promotion of Intellectual Property and Employee Training at Small- and Medium-Sized Companies.)	APIC
Day 6	AM	Intellectual Property Education (8) High School (Field Trip)	APIC
	PM		High School

Day 7	AM	Intellectual Property Education (9) Youth Intellectual Property Education in Extracurricular Activities	APIC
	PM	Intellectual Property Education (10) Intellectual Property Education, Development of Educational Materials and Teaching Method in Technical Upper Secondary School	
Day 8	AM	Intellectual Property Education (11)	APIC
	PM	Teachers of Elementary, Junior High and High Schools, Universities	APIC
Day 9	AM	Intellectual Property Education (12)	APIC
	PM	Youth Intellectual Property Education in Schools (Case Studies)	
Day 10	AM	Intellectual Property Education (13)	APIC
	PM	Presentation of Teaching Methods for Educators	
Day 11	AM	Overall Discussion	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	APIC



## Annex 3

### JPO/IPR Training Course on Patent Examination Management for Managers

#### 1. Duration:

October 5 - 14, 2020

[Number of days required for this course (around six hours per day): 5 days]

[Application Deadline: **August 17, 2020**]

#### 2. Objective:

To deepen the understanding on knowledge and skills about effective examination management such as acceleration of patent examination, quality management, training of examiners, improving the state of managing examination practices and to improve the expertise necessary for managing an IP Office.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be in a managerial position (ex. Director of Patent Department) who are in charge of managing patent examination practices.

Preferably the candidates have experience/responsibility to draft patent examination guidelines of each IP Office to discuss development of them. Also, preferably the candidates have experience/responsibility to develop training policy for patent examiners to help their better understanding of requirements of novelty, inventive step, description and claims.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (7) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (9) be under 50 years of age, in principle.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their**

**nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List, and necessary documentation provided if necessary.**

#### **4. Language:**

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### **5. Country Report:**

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### **6. Training Schedule: TBD**

The schedule below is tentative. Please note that the subject contents may vary in the finalized schedule.

### (Ref.) JPO/IPR Training Course on Patent Examination Management for Managers

**[Japan Time]**  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Courtesy Call on Executive Official of the JPO	JPO
		APIC Orientation	APIC
	PM	JPO's Business Management on Patent Examination Communication with Applicants (Oral Examination)	JPO (Roppongi)
Visit to Patent Examination Office			
Day 2	AM	Country Report	APIC
	PM		
Day 3	AM	Patent Examination Guidelines	APIC
	PM	Outsourcing of Prior Art Literature Review	APIC
		Quality Management of Patent Examination by the Japan Patent Office	
Day 4	AM	Offering Intellectual Property Administrative Services that are Effective	APIC
	PM	Human Resource Development for Patent Examiners (Lecture, Discussion)	APIC
Day 5	AM	Patent Examination that Users Expect	APIC
	PM	Work Sharing and the IT Tools	APIC
		Evaluation Meeting	
		Closing Ceremony	

## Annex 4

### JPO/IPR Training Course for Practitioners Specializing in Trademarks

#### 1. Duration:

October 12 - 30, 2020

[Number of days required for this course (around six hours per day): 10 days]

[Application Deadline: **August 19, 2020**]

#### 2. Objective:

To deepen one's knowledge on intellectual property in general, as well as to deepen one's understanding of and enhance one's professional capabilities on trademark practices, by hearing lectures and holding discussions on the trademark system, trademark examination standards of the Madrid System, and the use of trademark information.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be professionals working in one of the following positions:

- 1) Patent/trademark attorneys and IP lawyers in the private sector who are involved in trademark practices; OR
- 2) Employees engaged in trademark practices in the private sector.

**\*Persons working at Japanese enterprises are eligible for this program.**

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.  
\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their**

**nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List, and necessary documentation provided if necessary.**

#### **4. Language:**

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### **5. Training Schedule: TBD**

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

### (Ref.: FY2019) JPO/IPR Training Course for Practitioners Specializing in Trademarks

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Visit to INPIT Visit to the Trial Court	JPO
	PM	APIC Orientation	APIC
Day 2	AM	Practices for Applications of the Madrid Protocol	APIC
	PM		
Day 3	AM	Comparison of Trademark System in Various Countries and Discussion (Includes Unfair Competition Prevention Act Cases)	APIC
	PM		
Day 4	AM	Trademark Application Practices	APIC
	PM		
Day 5	AM	Trademark Searches (Trademark Classifications & Search Exercises)	APIC PC room
	PM		
Day 6	AM	Trademark Examination Standards	APIC
	PM	Case Study (Litigation Rescinding a Trial Decision)	APIC
Day 7	AM	Fieldwork The Current Status of Corporate Intellectual Management (Company Visit)	Company
	PM		
Day 8	AM	Acquisition of the right of Special Trademark (Non-Traditional Trademark, Three-dimensional Trademark)	APIC
	PM	Trademark Infringement Dispute	APIC
Day 9	AM	Trademark Infringement (Case Studies)	APIC
	PM		
Day 10	AM	Overall Discussion	APIC

	PM	Evaluation Meeting	APIC
		Closing Ceremony	APIC

## Annex 5

### JPO/IPR Training Course on General Management of IP Office

#### 1. Duration:

October 20 – 27, 2020

[Number of days required for this course (around six hours per day): 4 days]

[Application Deadline: August 5, 2020]

#### 2. Objective:

To deepen understanding of business operations by exploring best practices for IP Office management, and by comparing the entire IP Office workflow among participating countries (including Japan) from the time of application to the extinguishment of industrial property rights.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be those responsible for the formulation of IP policies and/or administrative and operations management of their IP Offices.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Country Report:

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### 6. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

#### (Ref.: FY2019) JPO/IPR Training Course on General Management of IP Office

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Courtesy Call on Executive Official of the JPO	APIC
		Visit to the National Center for Industrial Property Information and Training (INPIT)	JPO
		Visit to the front of JPO	
	APIC Orientation	APIC	
PM	Country Report Presentations	APIC	
Day 2	AM	The importance of Intellectual Property System in Industrial Development	APIC
		Promoting Intellectual Property Strategies in Japan	APIC
	PM	Role of the Agents and its importance	APIC
		Japan Patent Office from the Perspective of Industry (Applicant's Expectations Toward the JPO)	APIC
Day 3	AM	IP Office Business Process Unit 0: (general)	APIC
		IP Office Business Process Unit 1: Application / receipt	APIC
		IP Office Business Process Unit 2: Formality Examination	APIC
		IP Office Business Process Unit 3: Published application	APIC

	PM	IP Office Business Process Unit 4: Substantive Examination	APIC
		IP Office Business Process Unit 5: From Registration to Lapse of rights	APIC
		IP Office Business Process Overall Discussion	APIC
Day 4	AM	IP Office Business Process (Continued) Introduction of each country's issue note	APIC
	PM	Fieldwork Introduction of Excellent Companies Utilizing the Intellectual Property System	Company
Day 5	AM	Listen to the voices (Sharing and Discussing Opinions from Users in Each Country)	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	



## Annex 6

### **JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer**

#### **1. Duration:**

**October 26 - November 11, 2020**

[Number of days required for this course (around six hours per day): 8 days]

[Application Deadline: **August 24, 2020**]

#### **2. Objective:**

To deepen one's knowledge about intellectual property in general, as well as to learn efficient and effective methods for managing IP at universities and other institutions, by hearing lectures and holding discussions on managing intellectual property, university-industry-government collaboration, and ways for universities and research institutes to transfer technology to the private sector.

#### **3-1. Specific Requirement(s) for This Course:**

Candidates have to be professionals working in one of the following positions:

- 1) Employees at universities or research institutions involved in intellectual property management/utilization, such as the promotion of university-industry-government collaboration and technology transfer; OR
- 2) Persons at ministries/government offices in charge of developing technology, and other related organizations who are engaged in advising and supporting IP management/utilization such as promoting university-industry-government collaborations and technology transfers; OR
- 3) Employees of companies who are in charge of intellectual property; OR
- 4) Officials of IP Offices engaged in work regarding IP management/utilization such as promotion of industry-academia collaboration and technology transfer at universities and research institutes.

**\*Persons working at Japanese enterprises are eligible for this program.**

#### **3-2. General Requirements (applicants must meet all of the following requirements):**

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.

\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.

(9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.

(10) be under 50 years of age

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

### (Ref.: FY2019) JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer

[Japan Time]

AM 10:00 - 13:00

PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Visit to the National Center for Industrial Property Information and Training (INPIT) Watching DVD	JPO or APIC
		APIC Orientation	APIC
	PM	The meaning and importance of Industry-Academia Collaboration	APIC
Day 2	AM	IP Management (1) Searching and Improving Inventions	APIC
	PM	IP Management (2) Becoming a Good Judge of Inventions (Exercise)	
Day 3	AM	IP Management (3) Formulation of IP Policy and Establishment of System	APIC
	PM	Industry-Academia Collaboration (1) Visit to Tokyo Medical and Dental University (Intellectual Property Rights for Universities/Utilizing Research Results)	University

Day 4	AM	Technology Transfer (1)	APIC
	PM	Assessment of IP Asset Values	
Day 5	AM	Technology Transfer (2)	APIC
	PM	Joint Research/Development and Licensing (Exercise)	
Day 6	AM	Industry-Academia Collaboration (2) Strategic Use of Joint Research with Universities in Corporations	APIC
	PM	Technology Transfer (3) Role of Todai TLO (CASTI) (Industry-Government-Academia Collaboration in Japan)	APIC
Day 7	AM	Technology Transfer (4) Starting Venture Businesses in Universities / Utilization of IP	APIC
	PM	Industry-Academia Collaboration (3) Industry-Academia-Government Collaboration in Public Research Institutes	APIC
Day 8	AM	Overall Discussion (Problem-solving in Home Country's Organization)	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	APIC

## Annex 7

### JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners

#### 1. Duration:

November 2 – 13, 2020

[Number of days required for this course (around six hours per day): 6 days]

[Application Deadline: **September 1, 2020**]

#### 2. Objective:

To deepen the understanding of the initiatives on, and the current state of, strengthening of enforcement of intellectual property rights in Japan, in order to enhance the capabilities as an IP Office official in the target participants' countries.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be officials from IP Offices engaged in work related to measures against counterfeits and piracy.

\* We will also invite customs officials in charge of enforcement of IP rights to the course through the customs.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) be under 50 years of age

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Country Report:

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### 6. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

### (Ref.: FY2019) JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Courtesy Call on Executive Official of the JPO	JPO
		Cooperation among IP-related Organizations on IPR Enforcement	APIC
		APIC Orientation	APIC
	PM	Outline of Intellectual Property System in Japan	APIC
Day 2	AM	Country Report Presentations	APIC
	PM		
Day 3	AM	Visit to Overseas Mail Sub-Branch	Tokyo Overseas Mail Sub-Branch
	PM	Inspection Tour of Import/Export Operations for Ship/Air Cargo; Border Measures for IP Infringement Goods	Tokyo Customs
Day 4	AM	Infringement	APIC
	PM	Anti-Counterfeit Measures (Watching)	APIC
Day 5	AM	Anti-Counterfeiting Practices - Distinguishing between Genuine and Fake	APIC
		Anti-Counterfeiting Practices	APIC
	PM	The Cooperation of Rights Holders in IP Enforcement	APIC
		Roundtable Discussion on Challenges and Opportunities for the Effective Enforcement of IP Rights	APIC
Day 6	AM	Alternative Dispute Resolution (ADR)	APIC

	PM	Evaluation Meeting	APIC
		Closing Ceremony	APIC

## Annex 8

### JPO/IPR Training Course for Practitioners Specializing in Patents

#### 1. Duration:

November 9 – December 4, 2020

[Number of days required for this course (around six hours per day): 13 days]

[Application Deadline: **September 7, 2020**]

#### 2. Objectives:

To enhance one's knowledge on intellectual property in general. To also deepen one's understanding and enhance one's professional capabilities in terms of patent practices such as acquiring knowledge on the outline of the patent system, preparing specifications and drawings, handling office actions, making amendments, judging patentability, considering patents for innovative technology, using patent information, and handling operations involving licensing.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be professionals working in one of the following positions:

- 1) Patent attorneys and IP lawyers in the private sector who have experience drafting patent specifications; OR
- 2) Patent practitioners in the private sector who have experience drafting patent specifications.

**\*Persons working at Japanese enterprises are eligible for this program.**

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.  
\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening

Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. Course documents and training materials will be prepared in English.

#### 5. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

### (Ref.: FY2019) JPO/IPR Training Course for Practitioners Specializing in Patents

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Visit to the Trial Court Visit to the National Center for Industrial Property Information and Training (INPIT)	JPO
		APIC Orientation	APIC
	PM	Global IP Trends and Issues	APIC
Day 2	AM	An Introduction to Japanese Intellectual Property Law	APIC
	PM	How to write a patent specification	APIC
Day 3	AM	Japanese Patent Examination Practice	APIC
	PM	Japanese Patentability Requirements	APIC
Day 4	AM	Introduction to pharmaceutical patents	APIC
	PM	Introduction to the Design Act	APIC
		Achievement Test #1	APIC
Day 5	AM	IP Management in Companies	APIC
	PM	Patent Management in Companies	APIC
Day 6	AM	IP Management at SMEs: Introduction of Successful Cases	APIC
	PM	IP Management at SMEs - Intellectual Property Strategy in Creating Unique Products	APIC
Day 7	AM	Mock License Negotiation (Role Play)	APIC
	PM	About the FRAND problem	APIC
		Achievement Test #2	APIC



Day 8	AM	Industry-Academia Collaboration for Patent Commercialization	APIC
	PM	License Agreement Drafting	APIC
Day 9	AM	Patent Information Search (1) Lecture	APIC PC-Room
	PM	Patent Information Search (2) Exercise	
Day 10	AM	Claim Drafting (Group work)	APIC
	PM		APIC
Day 11	AM	Evaluation and Commercialization of Intellectual Property	APIC
	PM	Mock Trial (Group work)	APIC
Day 12	AM	Overall Discussion	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	

## Annex 9

### JPO/IPR Training Course on Substantive Examination of Trademarks

#### 1. Duration:

**November 16 – December 3, 2020**

[Number of days required for this course (around six hours per day): 9 days]

[Application Deadline: **September 15, 2020**]

#### 2. Objective:

To deepen the understanding on expertise of applicable laws and regulations, Examination Guidelines, and examination practices for trademarks through case studies and OJT and to improve the expertise for prompt and appropriate trademark examination for examiners in developing countries.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be trademark examiners from IP Offices who have more than one year of experience conducting substantive examination.

Candidates can also be accepted from IP Offices that only perform formality examination of trademark applications. In this case, the candidates have to have more than one year of experience in formality examination of trademark applications.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Country Report:

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### 6. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

### (Ref.: FY2019) JPO/IPR Training Course on Substantive Examination of Trademarks

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1		Courtesy Call to the Japan Patent Office	JPO
	AM	APIC Orientation (APIC Introduction/Explanation of Documents)	APIC
	PM	Country Report Presentations	APIC
Day 2	AM	Current State and Challenges of Trademark Administrative Measures	APIC
	PM	Trademark Examination Guidelines (including Non-Traditional Trademarks)	APIC
Day 3	AM	Classification of Goods and Services	APIC
	PM	Trademark Examination Practice (Case Study)	APIC
Day 4		Quality Management of Trademark Examination	APIC
	AM	Examination practices against Bad Faith Trademark Filings (including protection of well-known trademarks)	APIC
	PM	Search Exercise	APIC
Day 5	AM	Demonstration of Trademark Examination National Center for Industrial Property Information and Training (INPIT)&1st Fl.	JPO
	PM	Outline of Trial and Appeal System	APIC
Day 6	AM	Introduction of Regional Collective Trademark	APIC
	PM	Company Visit In-Company Trademark Management: Brand Strategies	Host Company

Day 7	AM	<b>Day 1</b> Case Study (1) "Distinctiveness" Case Study (2) "Prior Trademarks" Case Study (3) "Well-known Trademarks"	APIC
	PM		
Day 8	AM	<b>Day 2</b> Case Study (1) "Distinctiveness" Case Study (2) "Prior Trademarks" Case Study (3) "Well-known Trademarks"	APIC
	PM		
Day 9	AM	Expectations of Applicants and Attorneys in Trademark Examinations	APIC
	PM	Evaluation Meeting	APIC
	Closing Ceremony		

## Annex 10

### JPO/IPR Operational Patent Examination Training Program (OPET)

#### 1. Duration:

**Part 1: December 1 - 17, 2020**

**Part 2: January 12 – 28, 2021**

[Number of days required for this course (around six hours per day): 26 days]

[Application Deadline: **October 7, 2020**]

#### 2. Objective:

To enhance the capabilities of patent examiners, by training and fostering the examiners who fulfill leadership roles in their specific fields in two months. In addition, the course aims at improving the operating procedures at the IP Offices acting as International Searching Authorities (ISAs), so that their substantive examination practices will be eventually enhanced. This will be achieved by having the participants make effective use of materials, which they create during the training program, in their own domestic examination.

#### 3-1. Specific Requirement(s) for This Course:

- 1) Candidates have to be patent examiners from IP Offices who have been engaged in substantive examination for at least three years in the field of chemistry or telecommunications.
- 2) For IP Offices acting as ISAs under the PCT, candidates have to be patent examiners engaged in or expected to engage in substantive examination of PCT applications in the above-mentioned technical fields.

**\* Please nominate candidates from both the chemistry and telecommunications fields.**

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### **4. Language:**

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### **5. Country Report:**

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### **6. Examination Results**

Participants are required to prepare a report on a case the participants actually examined in their home countries, based on the details described in the guidelines that will be sent later.

#### **7. Training Summary Report**

Participants will be required to prepare a report in accordance with topics dealt with during the training, as well as to report to the JPO and APIC how you put your training achievements into practice after your return to your country.

#### **8. Training Schedule: TBD**

##### (Ref.) JPO/IPR Operational Patent Examination Training Program

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Term	Main Subjects	Venue
1st Term	Preparation for foundational lectures and presentations	APIC
2nd Term	Careful reading and understanding of applications (specifications)	APIC
3rd Term	Prior art searches	APIC
4th Term	Judgment on examinations (Patent Examination Guidelines)	APIC
5th Term	Comprehensive instruction/exercises in Patent Examinations	APIC
6th Term	Creating International Search Reports (ISR) and PCT	APIC
7th Term	Summary of knowledge on Patent Examinations and training outcomes	APIC

## Annex 11

### JPO/IPR Training Course on Information Technology

#### 1. Duration:

**December 9 – 18, 2020**

[Number of days required for this course (around six hours per day): 5 days]

[Application Deadline: **October 9, 2020**]

#### 2. Objectives:

- (i) Improve business efficiency of concerned IP Offices based on the use of IT systems
- (ii) Increase participants' knowledge about management and operational use of IT systems; and clarify issues of each IP Office through a discussion

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be officials from IP Offices, have more than three years of experience in the field of IT system, in principle.

- Officials from IP Offices who belong to the IT section and are in charge of management and/or construction of IT systems. It is not targeted at officials on the user side; i.e. examiners who uses searching systems.
- Officials in a managerial position are preferred.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be university graduates and/or have equivalent professional experience.
- (3) be physically and mentally prepared to undergo an intensive training course.
- (4) be persons who are not full-time students or armed forces personnel.
- (5) continue working in the same field after completing the training course.
- (6) have adequate English language ability to attend lectures and discussions, as well as make reports.
  - \* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List,** and necessary documentation provided if necessary.

#### **4. Language:**

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. Course documents and training materials will be prepared in English.

#### **5. Country Report:**

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### **6. Training Contents:**

- Country Report
- Overview and Update of WIPO Products
- Introduction of JPO's IT System
- Overall Discussion

\*There may be changes made to these contents.



## Annex 12

### JPO/IPR Training Course on Trial and Appeal System

#### 1. Duration:

**January 25 – February 3, 2021**

[Number of days required for this course (around six hours per day): 5 days]

[Application Deadline: **November 6, 2020**]

#### 2. Objective:

To further understanding by analyzing the trial and appeal system of one's own country with those of the countries of other participants, including Japan, as well as to assist in creating a feasibility study for participants from countries which currently have no trial and appeal system.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be professionals working in one of the following positions:

- 1) Officials from IP Offices who are engaged in or expected to engage in appeal operations; OR
- 2) Judges

**\* Please nominate candidates from both the patent and trademark fields.**

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.  
\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age, in principle.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List,** and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Country Report:

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

Even if the course is held online, you will still be required to submit a country report.

#### 6. Training Schedule: TBD

The schedule below is provided for your reference only. Please note that the FY2020 schedule will be changed, and the subject contents may be somewhat different.

(Ref.: JPO/IPR Training Course on Trial and Appeal System)

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject		Venue
Day 1	AM	Welcome Addresses		APIC
		Courtesy Call on Executive Official of the JPO		JPO
		JPO Tour Visit to the Trial Court		JPO
		APIC Orientation		APIC
	PM	Outline of Trial and Appeal System in Japan (Focusing on opposition system and invalidation trial system)		APIC
		Outline of Japan Intellectual Property Arbitration Center (IACT)		APIC
Day 2	AM PM	Country Report Presentation (Outline of opposition and invalidation trials in each country)		APIC
Day 3		Subject (Patent Group)	Subject (Trademark Group)	
	AM	Objection System (1) (Case Study)	Objection System (1) (Case Study)	APIC
	PM	Objection System (2) (Practice)	Objection System (2) (Practice)	
Day 4		Subject (Patent Group)	Subject (Trademark Group)	
	AM	Invalidation trial System (1) (Case Study)	Invalidation trial System - Trial System for Rescission of Registered Trademark on Grounds of Non-Use (1) (Case Study)	APIC
	PM	Invalidation trial System (2) (Practice)	Invalidation trial System - Trial System for Rescission of Registered Trademark on Grounds of Non-Use (2) (Practice)	

		Subject (Patent Group)	Subject (Trademark Group)	
Day 5	AM	Overall Discussion – Aiming for stable rights setting	Overall Discussion – Aiming for stable rights setting	APIC
	PM	Evaluation Meeting		APIC
		Closing Ceremony		

## Annex 13

### JPO/IPR Training Course on Promoting Public Awareness of IP

#### 1. Duration:

February 1 – 10, 2021

[Number of days required for this course (around six hours per day): 5 days]

[Application Deadline: **November 12, 2020**]

#### 2. Objective:

To gain knowledge of efficient and effective methods and measures undertaken by government for the promotion of public awareness of IP rights through presentations and exchange of opinions regarding the IP promotional activities in the countries of other participants.

#### 3-1. Specific Requirement(s) for This Course:

Candidates have to be professionals working in one of the following positions.

- 1) Officials at IP Offices involved in activities for raising public awareness on the importance of IPR;  
OR
- 2) Persons engaged in activities designed to raise public awareness on the importance of IPR in IP promotional organizations.

#### 3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) be persons who have not participated in any of the JPO/IPR training courses during FY2019 or FY2020, in principle.
- (8) have adequate English language ability to attend lectures and discussions, as well as make reports.  
\* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (9) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (10) be under 50 years of age.

\* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

#### 4. Language:

Lectures, visits and discussions will be carried out in English or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

#### 5. Training Schedule: TBD

The course schedule below was completed in FY2019 which was held in Japan as an in-person course. It is provided for your reference only. Please note that the FY2020 schedule will be different, and the subject contents may be somewhat different from FY2019 as well.

#### (Ref.: FY2019) JPO/IPR Training Course on Promoting Public Awareness of IP

[Japan Time]  
AM 10:00 - 13:00  
PM 14:00 - 17:00

Date		Subject	Venue
Day 1	AM	Welcome Addresses	APIC
		Visit to the JPO Courtesy Call on Executive Official of the JPO	JPO
		Visit to the National Center for Industrial Property Information and Training (INPIT) Department of reference library and consultation, INPIT	JPO
		Watching DVD	
	APIC Orientation		
PM	Role of IP Rights in Industrial Development	APIC	
Day 2	AM	JPO's Approach to Promoting Public Awareness of IP (Youth/Universities)	APIC
		JPO's Approach to Promoting Public Awareness of IP (SME's)	
	PM	Discussion: Current Conditions/Issues and Approaches in Promoting Public Awareness of IP (Incl. Presentation and Opinion Exchange/Japan's Efforts)	
Day 3	AM	Field Work 1: The Children's Day for Visiting Kasumigaseki Campaign	JPO
	PM	Field Work 2: Promoting Public Awareness of IP within Companies	APIC
		(Use of IP in Japanese SMEs, Staff Training)	Company
Day 4	AM	Raising Public Awareness of IP (Promoting Awareness of IP by Private Organizations)	APIC
	PM	Group Work: Active Learning with Regards to Public Awareness of IP	APIC
Day 5	AM	Overall Discussion	APIC
	PM	Evaluation Meeting	APIC
		Closing Ceremony	APIC