



Malawi Report

Department of Registrar General
IP Automation Status and Road Map

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ICT Section

11th to 16th July 2016



Category I – Infrastructure and Management



Goal	IP Office	WIPO Support
Office has managed IT infrastructure	Server dedicated for IPAS is Hp ProLiant ML310e Gen8, with 8GB RAM runs on Win2008. The office intends to designate at least two computers for public access. Weekly backups	Recommends that we upgrade to latest servers say HP ProLiant Gen 9 and also the OS be upgraded to Win2012
Appropriate human and financial resources are available	The department has 8 IT staff of which 2 have been assigned to look into IPAS. 5 IP staff 16% (USD63,412)of the total budget has been allocated for maintaining and running of all IT equipment in the next financial year.	

Category I – Infrastructure and Management

Infrastructure,
Management

IP Administration
System

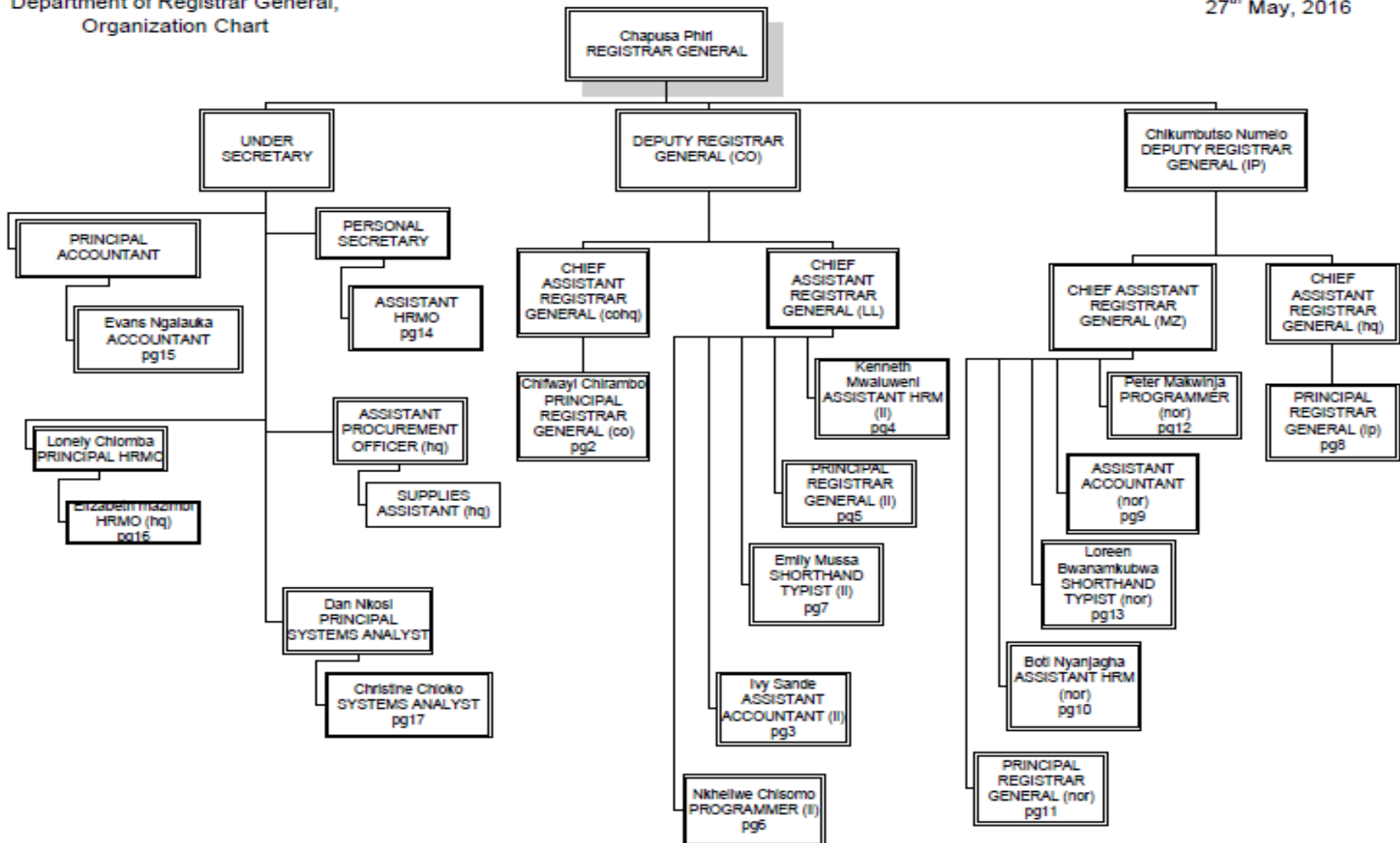
Electronic
Registry

Document
Management

Online Services
for Users

Department of Registrar General,
Organization Chart

27th May, 2016



Category II – IP Administration System



Goal	IP Office	WIPO Support
An IP Administration system is used to record data about IP applications and to perform some functions, such as printing certificates	The department is currently using IPAS 2.70 for IP administration	After all records have been digitized there is need to migrate to IPAS 3.1.1
The office has WIPO IPAS operational, or an equivalent system.	IT officers helps in ensuring availability and designing of user documents.	Helped in defining workflows that are currently in use.

Category III – Electronic Registry



Goal	IP Office	WIPO Support
The IP administration system supports the main business processes (formalities, examination, publication, registration, opposition).	Currently substantive examination and publication of journals is being done outside the system but most of the processes pass through the system	Has trained two IT officers and has sponsored one IT officer to attend Regional workshop twice
All backfile data is captured and the administration system supports search and examination	Limited staff in the IP section has inhibited the department to capture all back files in the system	Has promised to help the department to outsource on digitization of back files
Registration and other legal actions are recorded electronically	There is a lot of paper work that inhibits recording of all actions electronically	

Category IV – Document Management



Goal	IP Office	WIPO Support
Incoming (frontfile) documents are digitized	All necessary documents are scanned at reception	Yet to have EDMS and WIPO SCAN
	Trademarks = 30,013 Patents = 128 Designs = 426	
	Since 2010 through IPAS the Department	
	<ul style="list-style-type: none"> 8,217 trademark applications out of which 6,303 have been registered 111 applications for patents and Malawi as a Country Resident has registered 7 	

Category IV – Document Management



Goal	IP Office	WIPO Support
	<p>backlog for Trademarks for over 10, 000 files which are mostly files which have not been renewed after 14 years since 1994.</p>	
<p>Back file documents are digitized</p>	<p>IT and IP section will play a supervisory role in digitization of back file</p>	<p>To help in funding of a digitization project</p>

Category V – Online Services



Goal	IP Office	WIPO Support
Office Web Site is online and managed by the office	www.registrargeneral.gov.mw This hosted by an ISP but managed by the office through ftp access.	

IP Office Planning Worksheet



My Goals	Target dates	Actions for my office	WIPO support to be requested
1 ...On line searches	30 th September 2016	Making available two computers for public usage at the office	Upgrading to IPAS 3.1.1
2 ...On line filing	30 th September 2016		Upgrading to IPAS 3.1.1
3 ...Data exchange	30 th September 2016		Upgrading to IPAS 3.1.1
4 ...Making IPAS available in Lilongwe office	17 th August 2016	Allocation of IP staff	
5 ...			

**THANK
YOU**