



JAPAN PATENT OFFICE



THE GOVERNMENT OF THE REPUBLIC OF
NAMIBIA: MINISTRY OF TRADE AND
INDUSTRY



WIPO

WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

REGIONAL TRAINING WORKSHOP

WIPO/IPAS/WVB/15/INF1

ORIGINAL: ENGLISH

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WIPO Regional Training Workshop on IPAS Business Process Governance

organized by
the World Intellectual Property Organization (WIPO)

in cooperation with
the Ministry of Trade and Industry, Government of the Republic of Namibia

and with the assistance of
the Japan Patent Office (JPO)

Walvis Bay, Namibia, April 13 to 17, 2015

PROGRAM

prepared by the International Bureau of WIPO

Monday, April 13, 2015

8.30 – 9.00 Registration

9.00 – 9.30 Opening Ceremony

Opening addresses by:

Mrs. Maria Pogisho, Registrar of Companies, Trade and Commerce Department, Ministry of Trade and Industry, Windhoek

Mr. Gregory Sadyalunda, Project Manager, Project Deployment Section, Industrial Property Office Business Solutions Division (IPOBSD), Global Infrastructure Sector, Geneva, Switzerland

Mr. Toshiki Koda, Assistant Director, Information Technology (IT) and Patent Information Management Office, Japan Patent Office (JPO), Tokyo

THEME I: INDUSTRIAL PROPERTY (IP) BUSINESS CASE FOR INDUSTRIAL PROPERTY ADMINISTRATION SYSTEM (IPAS), WIPO'S TECHNICAL ASSISTANCE AND NEW DEVELOPMENTS IN IPAS

9.30 – 10.30 **Topic 1: IP Business Case in the Current Environment and Information and Communication Technologies (ICT):**

The use of ICT to fulfil business requirements in the current IP environment: JPO's experience in satisfying user and business requirements using ICT

Speaker: Mr. Toshiki Koda

10.30 – 10.45 Coffee Break

10.45 – 11.45 **Topic 2: IP Business Case for IPAS and WIPO's Technical Assistance:**

- Business Requirements Met by IPAS
- IPAS Requirements Modelling and Development Process
- WIPO's Technical Assistance
- Cooperation with the Member States
- Data Exchange Requirements

Speaker: Mr. Gregory Sadyalunda

11.45 – 12.45 **Topic 3: Conceptual Overview of the IPAS and its Main Modules**

Conceptual overview of the IPAS including its logical design, functional specifications, and main modules with the focus on business processes, workflows, and reporting

Speaker: Mr. Gregory Sadyalunda

12.45 – 14.00 Lunch Break

14.00 – 15.00 **Topic 4: New Developments in IPAS and Future Plans**

New Developments that have been achieved in IPAS in the past three years including new modules, IPAS support strategy, and future development plans

Speaker: Mr. Gregory Sadyalunda

15.00 – 15.15 Coffee Break

15.15 – 16.15 **Topic 5: IPAS Automation Opportunities and Challenges – Namibia**

The Industrial Property Office (IPO) of Namibia's on-going transition from a government department to an autonomous IP entity: Experience with the focus on new business requirements, challenges, and opportunities

Speaker: Ms. Ainna Vilengi Kaundu, Principal Economist, Ministry of Trade and Industry, Windhoek

16.15 – 17.15 **Topic 6: IPAS Automation Opportunities and Challenges – Botswana**

The IPO of Botswana's on-going transition from a government department to an autonomous IP entity: Experience with the focus on new business requirements, challenges, and opportunities.

Speaker: Mr. Timothy Leatile Moalusi, Registrar, Industrial Property, Companies and Intellectual Property Authority (CIPA), Gaborone

19.00 Reception (venue to be confirmed)

Tuesday, April 14, 2015

THEME II: IPAS FOR BUSINESS PROCESS GOVERNANCE, ACCOUNTABILITY AND SUPERVISION

9.00 – 10.00 **Topic 7: Introduction to IPAS and its Main Modules**

Overview of IPAS and its main modules and functions with the focus on tools for supervision, process governance, transparency and accountability

Speaker: Mr. Gregory Sadyalunda

10.00 – 10.15 Coffee Break

- 10.15 – 11.15 **Topic 8: Understanding IPAS' Workflow Concepts with Regard to IP Legislation and Administrative Procedures**
- Translating IP legislation, administrative procedures / regulations into business processes and workflows concepts in IPAS
- Speaker: Mr. Gregory Sadyalunda
- 11.15 – 12.45 **Topic 9: Introduction to Relevant WIPO Standards and their Application in IPAS**
- WIPO Standards for data coding, extraction, and data exchange, and their application in IPAS i.e. ST. 3, ST. 9, ST. 11, ST. 12, ST. 16, ST. 36, ST. 66, and ST. 86.
- Speaker: Mr. Ramsay Shonge, Regional Expert, Project Deployment Section, IPOBSD, Global Infrastructure Sector, Geneva, Switzerland
- 12.45 – 14.00 Lunch Break
- 14.00 – 15.00 **Topic 10: Introduction to IPAS Tools for Data Verification, Validation, and Integrity Checking**
- IPAS tools for data integrity checks and controls, workflow in-built verification and validation controls, validation and verification reports in IPAS, daily logs opening and closing, data verification on daily closing i.e. document and file association, logo capture, and digitization
- Speaker: Mr. Gregory Sadyalunda
- 15.00 – 15.15 Coffee Break
- 15.15 – 18.15 **Hands-on: Validation and Verification Checks in IPAS**
1. Produce a data validation and verification report from the IPAS
 2. Conduct sporadic and random checks on data capture and apply controls
- Coordinator: Mr. Ramsay Shonge

Wednesday, April 15, 2015

**THEME III: IPAS FOR BUSINESS PROCESS GOVERNANCE,
ACCOUNTABILITY AND SUPERVISION**

9.00 – 10.00

Topic 11: Overview of IPAS Reports Functions and Data Extraction

Overview of the available functions and options for producing reports and extract data in IPAS and IPAS Process Groups

Speaker: Mr. Gregory Sadyalunda

10.00 – 10.15

Coffee Break

10.15 – 11.15

Topic 12: Introduction to IPAS Tools for Supervision and Productivity Reporting

User productivity reports in IPAS for supervision and process governance i.e. how many actions have been taken by a particular user? Work aging, and number of applications in a particular status

Speaker: Mr. Gregory Sadyalunda

11.15 – 12.45

Topic 13: Introduction to IPAS Statistics and General Reports Functions

Produce statistics from IPAS including Office and WIPO statistics. Design custom reports and other notifications

Speaker: Mr. Ramsay Shonge

12.45 – 14.00

Lunch Break

14.00 – 15.00

Hands-on: Data Extraction, Productive Reports and Statistics from IPAS

3. Produce productivity reports based on criteria provided by coordinator
4. Export productivity reports results to Excel spreadsheets or word templates using process groups

Coordinator: Mr. Ramsay Shonge

15.00 – 15.15

Coffee Break

15.15 – 18.15

Hands-on: Data Extraction, Productive Reports and Statistics from IPAS

5. Export productivity reports results to Excel spreadsheets or word templates using process groups

Coordinator: Mr. Ramsay Shonge

Thursday, April 16, 2015

THEME IV: IPAS NEW MODULES

9.00 – 11.00

Topic 14: Overview of the Electronic Document Management System (EDMS) and WIPOScan

Scanning of paper documents / dossiers using WIPOScan, indexations, and storage in EDMS of the system. Managing the lifecycle of the scanned documents from 'require scanning' through 'section indexing' to 'capture certification'. Quality control and supervision

Speaker: Mr. Gregory Sadyalunda

11.00 – 11.15

Coffee Break

11.15 – 12.15

Topic 15: IPAS+

Automatic creation of daily logs, massive capture of new trademark applications, data extraction from IPAS in WIPO Standard format i.e. WIPO ST. 36, 66, and 86

Speaker: Mr. Daniel Cheng, Head, Product Development Section, IPOBSD, Global Infrastructure Sector, Geneva, Switzerland

12.15 – 14.00

Lunch Break

14.00 – 15.00

Topic 16: WIPOFILE

Online reception of applications from agents and regional sub-offices, application checking and upload into IPAS. Processing of e-documents into the IPAS EDMS

Speaker: Mr. Daniel Cheng

15.00 – 15.15

Coffee Break

15.15 – 17.15

Topic 17: WIPO Publication Server

Extracting data from IPAS through IPAS+ for import into the Publication Server. Organizing data for indexation in the Publication Server. Conducting searches on published data through the user interface of the Publication Server i.e. searches on Industrial Designs, Trademarks, and Patents

Speaker: Mr. Daniel Cheng

Friday, April 17, 2015

THEME V: IPAS FUTURE PLANS AND OVERALL VISION FOR THE SYSTEM

9.00 – 10.00

Topic 18: Global View of IPAS and Identifying Gaps and Opportunities for Automation

- Conceptual Overview of IPAS
- Future Development Plans for IPAS
- Capacity Building Plans in the Region
- Documentation and Access to the WIKI

Moderators: Mr. Daniel Cheng

Mr. Gregory Sadyalunda

10.00 – 10.15

Coffee Break

10.15 – 12.15

Roundtable, Future Plans, Wrap-up Session and Training Feedback

Future Plans, Training Feedback from Participants, Future Plans, Proposals, and Suggestions on How to Improve Regional Support of IPAS

Coordinator: Mr. Gregory Sadyalunda

12.15

End of Session, Official Closing and Issue of Certificates

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