JAPAN PATENT OFFICE   AFRICAN REGIONAL INTELLECTUAL
                                         PROPERTY
                                         ORGANIZAT
                                         ION

REGIONAL TRAINING WORKSHOP

WIPO Regional Focussed Training Workshop on IPAS and WIPOScan for the ARIPO Member States

organized by
the World Intellectual Property Organization (WIPO)

in cooperation with
the Japanese Patent Office (JPO)

and with the assistance of
the African Regional Intellectual Property Organization (ARIPO)

Harare, Zimbabwe, October 3 to 7, 2011

PROVISIONAL PROGRAM

prepared by the International Bureau of WIPO

Monday, October 3, 2011

9.00 – 9.30   Opening Ceremony

                     Opening addresses by:

                     The Director General of the African Regional Intellectual Property
                     Organization (ARIPO) or his representative, Harare

                     His Excellency Mr. Koichi Morita, Ambassador Extraordinary and
                     Plenipotentiary of Japan to the Republic of Zimbabwe, Harare

                     The representative of the World Intellectual Property Organization
                     (WIPO), Geneva, Switzerland

9.30 – 10.30   **Topic 1:   Latest Developments in ICT services strategies**

                     New developments in the use of ICT to strategically create
                     new IP services

                     Speaker: Mr. Isao Honzawa, Deputy Director, Information
                                 Systems Division, General Affairs Department,
                                 Japan Patent Office, Tokyo

10.30 – 10.45   Coffee Break

10.45 – 11.45   **Topic 2:   IPAS Centura**

                     Current issues and challenges faced in IPOs

                     Speakers: Focal Points

11.45 – 12.45   **Topic 3:   IPAS JAVA architecture review**

                     Database environment and IPAS Manager, GlassFish
                     domain and IPAS domain admin, interfaces (API,
                     WebServices), etc.

                     Speaker: Mr. Gregory Sadyalunda, Project Manager,
                                 Project Deployment Section, Industrial Property
                                 Office Business Solutions Division (IPOBSD),
                                 Global Infrastructure Sector, World Intellectual
                                 Property Organization (WIPO), Geneva,
                                 Switzerland

12.45 – 14.00   Lunch Break

14.00 – 16.00   **Topic 4:   Installation procedure**

                     Installing base software, configuring the JVM, installing
                     IPAS, considerations for 64 bits

                     Speaker: Mr. Dejan Milanov, Project Officer, Project
                                 Deployment Section, IPOBSD, WIPO, Geneva,
                                 Switzerland   /...

16.00 – 16.15	Coffee break

16.15 – 18.15 **Topic 5: Workflow Concepts**

Conceptualization of an IPO's business processes and creation of an example workflow

Speaker: Mr. Gregory Sadyalunda, WIPO

18.15	End of Session
19.00	Reception (venue to be confirmed)

Tuesday, October 4, 2011

9.00 – 10.00 **Topic 6: Designer (workflow perspective)**

Creation and configuration of the Workflow in IPAS Designer

Speaker: Mr. Dejan Milanov, WIPO

10.00 – 10.15 Coffee Break

10.15 – 11.15 **Topic 7: Designer (reception and numbering perspectives)**

Normal/note/special actions, activities triggered upon status entry, freezing, responsible user, office documents requiring response, automatic actions, restriction of actions

Speaker: Mr. Dejan Milanov, WIPO

11.15 – 12.45 **Topic 8: Designer (configuration parameters perspective)**

Process types, status transition diagrams (statuses, action types, office document types), lists of pre-defined action options, status grouping

Speaker: Mr. Dejan Milanov, WIPO

12.45 – 14.00 Lunch Break

14.00 – 15.00 **Topic 9: Designer (other perspectives)**

Application types, subtypes, business rules for each law, relationship types. User document types, groups of user document types, auxiliary register types

Speaker: Mr. Dejan Milanov, WIPO

15.00 – 15.15 Coffee Break

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| 15.15 – 18.15 | Exercises: Options: |

1. Installing all IPAS components in personal laptop, training workstations, and accessing IPAS database on ARIPO's IPAS Server.
2. Creating a personal environment, configuring it for Madrid and importing Madrid data from Zambia (using supplied XML files).
3. Creating an IPAS configuration from scratch for a sample IPO (using supplied document describing the business rules for such IPO).

Coordinator: Mr. Ramsay Shonge, Regional Expert, Project Deployment Section, IPOBSD, WIPO, Geneva, Switzerland

Mr. Wilson Ole Mosiany, Regional Expert, Project Deployment Section, IPOBSD, WIPO, Geneva, Switzerland

| 18.15 | End of Session |

Wednesday, October 5, 2011

| 9.00 – 10.00 | Revision of the exercises |

Workflow customisation concepts, using IPAS Designer to export/import the configuration from/into the IPAS

Coordinator: Mr. Ramsay Shonge, WIPO

Mr. Wilson Ole Mosiany, WIPO

| 10.00 – 10.15 | Coffee Break |

| 10.15 – 11.15 | **Topic 10: GUI customisation** |

GUI translation/customisation concepts, using IPAS Manager to export/import the translation, using Excel to actually enter the translated texts, massive and context translation

Speaker: Mr. Dejan Milanov, WIPO

| 11.15 – 12.15 | **Topic 11: Authorisation to use IPAS functionality** |

Authorisations related/not related to the GUI, GUI authorisation levels, authorisation granting and restricting, authorisation accumulation over roles, using IPAS Manager to export/import the GUI authorisations

Speaker: Mr. Dejan Milanov, WIPO

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12.15 – 14.00	Lunch Break

14.00 – 15.00   **Topic 12: EDMS module**

EDMS concepts, installing EDMS, configuring the module, starting the linkage between WIPOScan, IPAS, and EDMS

Speaker: Mr. Gregory Sadyalunda, WIPO

15.00 – 15.15   Coffee Break

15.15 – 18.15   **Topic 12: EDMS module (continued)**

Speaker: Mr. Gregory Sadyalunda, WIPO

18.15   End of session

Thursday, October 6, 2011

9.00 – 11.00   **Topic 13: Reports configuration**

Word templates, output fields and the SQL statements to generate them, pre-configured output fields, inclusion and sizing of images, conditional text, and descriptive texts in action types

Speaker: Mr. Dejan Milanov, WIPO

11.00 – 11.15   Coffee Break

11.15 – 12.15   **Topic 14: Journal Configuration**

Conditions for publication, publication codes, journal templates, breakdown of templates, indexes

Speaker: Mr. Dejan Milanov, WIPO

12.15 – 14.00   Lunch Break

14.00 – 15.00   **Topic 15: Digitization, WIPOScan: Overview and Architecture**

Digitization strategies, standards, procedures, workflows, and processing
WIPOScan installation, configuration and processing

Speaker: Mr. Gregory Sadyalunda, WIPO

15.00 – 15.15   Coffee Break

15.15 – 17.15   **Topic 15: Digitization, WIPOScan: Overview and Architecture (continued)**

Speaker: Mr. Gregory Sadyalunda, WIPO

17.15 End of session

Friday, October 7, 2011

9.00 – 11.00 Roundtable, Wrap-up session and training feedback

Training feedback from participants, future plans, proposals, and suggestions on how to improve regional support of the WIPOScan and IPAS.

Coordinator: Mr. Gregory Sadyalunda, WIPO

11.00 – 11.15 Coffee Break

11.15 – 12.15 Official closing and issue of training certificates

Official closing and issue of certificates by the Director General of ARIPO.

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