



JAPAN PATENT OFFICE



REGIONAL TRAINING COURSE

WIPO/IT/IP/TYO/17/1
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Regional Training Course for Staff Members of IT Divisions at the IP Offices of Emerging Countries

Organized by
The World Intellectual Property Organization (WIPO)

In cooperation with
The Japan Patent Office (JPO), and
Japan International Cooperation Center (JICE)

Tokyo, November 29 – December 6, 2017

PROGRAM

prepared by the WIPO

Wednesday, November 29, 2017

09.30 – 09.40 Registration

09.40 – 10.00 Opening ceremony

Welcome addresses by:

Mr. Shiro ANKYU, Director, Information Technology and Patent Information Management Office, Japan Patent Office (JPO)

Mr. Yohei NODA, Counsellor, World Intellectual Property Organization (WIPO) Japan Office

10.00– 11.00 **Session 1 Country Report**

Training outline

Participants give a presentation about IT systems in their own country. Presentation should be made by each participant in advance. Participants attend presentations of other countries and exchange views.

Goals

- To be able to explain about an overview of IT systems at respective offices (from application to registration, publication of gazettes, and data passing to the public search system if the said system is provided).
- To be able to compare with the case of own country and refer to better cases of other countries.

Lecture content

Country reports by each country

Venue

Toshi Center Hotel Tokyo

11.00 – 11.15 Break

11.15 – 12.15 **Session 1 (cont'd)**

12.15 – 14.00 Welcome Lunch

14.00 – 15.00 **Session 1 (cont'd)**

15.00 – 15.15 Coffee Break

15.15 – 16.15 **Session 1 (cont'd)**

Thursday, November 30, 2017

09.30 – 11.00 **Session 2** **Overview of WIPO IT products and related services for IP Offices**

Training outline

Participants learn WIPO's efforts to aim the global IP Infrastructure and an outline of WIPO tools.

Goal

- To be able to understand an outline of WIPO tools.
- To be able to consider utilization of WIPO tools to solve problems in each country.

Lecture content

An outline of WIPO tools (WIPO File, IPAS, WIPO-CASE, WIPO-DAS, and PATENTSCOPE etc.)

Speaker

Mr. Juneho JANG, Senior Regional Manager, WIPO Singapore Office, Singapore

Venue

Toshi Center Hotel Tokyo

11.00 – 11.15 Break

11.15 – 12.15 **Session 2**
(cont'd)

12.15 – 13.45 Lunch Break

13.45 – 14.45 **Session 2**
(cont'd)

14.45 – 15.00 Coffee Break

15.00 – 16.00 **Session 2**
(cont'd)

Friday, December 1, 2017

09.30 – 11.00 **Session 3 Basics of Project Management**

Training outline

Participants learn objectives, process, and an outline of each process of project management through a lecture, and understand the creation of WBS (Work Breakdown Structure) and schedule planning through a simulated project.

Goal

- To be able to explain objectives, process, and an outline of each process of the project management.
- To be able to create WBS and the schedule in accordance with management indicators as a person in charge.
- To be able to report in accordance with a given process knowing an outline of control items of the project.

Lecture contents

1. Overview of project.
2. Whole picture of project management
3. Project management procedures

Speaker

Mr. Kazunori Sadachi, SEI-Authorized CMMI Instructor, Human Capital Business Training Department, Hitachi Information Academy Co. Ltd.,

Venue

Toshi Center Hotel Tokyo

11.00 – 11.15	Break
11.15 – 12.15	Session 3 (cont'd)
12.15 – 13.45	Lunch Break
13.45 – 14.45	Session 3 (cont'd)
14.45 – 15.00	Coffee Break
15.00 – 16.00	Session 3 (cont'd)

Monday, December 4, 2017

09.30 – 11.00 **Session 4 IT System at JPO**

Training outline

Participants learn how the IT systems are utilized in JPO and exchange views on IT systems of their own offices.

Goals

- To be able to understand how the IT system is utilized in JPO, and consider what kind of IT system is required in their office while referring to JPO.
- To be able to use background and experience of JPO's IT system development as reference for own office.

Lecture contents

1. Background of IT system development in JPO
2. Overview of IT system in JPO
3. Future plan of IT system in JPO

Speaker

Mr. Hiroaki KAWAI, Director of the Information Technology System Development Office, Policy Planning and Coordination Development, Japan Patent Office

Venue

Toshi Center Hotel Tokyo

11.00 – 11.15 Break

11.15 – 12.15 **Session 4
(cont'd)**

12.15 – 13.45 Lunch Break

13.45 – 14.45 **Session 5 Project Management of JPO**

Training outline

Participants learn how the project management is executed in JPO.

Goals

- To be able to understand JPO's project management as an example.
- To be able to use project management to IT system development in their country.

Lecture contents

1. Management structure for promoting projects based on the "Plan for Optimization Operations and Systems of the JPO"
2. Methods for project management in JPO

Speaker

Mr. Takuto HIROSAKI, Specialist for Information Technology, Information Technology and Patent Information Management Office, Japan Patent Office

Venue

Toshi Center Hotel Tokyo

14.45 – 15.00 Coffee Break

15.00 – 16.00 **Session 5
(cont'd)**

Tuesday, December 5, 2017

09.40 – 11.35 **Session 6** **Tour of JPO**

Training outline

Participants understand administration procedures from filling to registration through the tour of the JPO. Participants observe actual utilization of IT system at each division in the JPO, and exchange views with the JPO officials.

Goals

- To be able to explain the basic procedures as an IP office (from application to the registration in JPO) and how the IT systems are actually utilized.
- To be able to discuss what will be necessary at their own IP offices.

Lecture content

Observation of the following divisions in JPO and exchange of views with JPO officials.

1. Application Division
2. Office for International Design Applications under the Geneva Act of the Hague Agreement and International Trademark Applications under the Madrid Protocol
3. Formality examination and registration system
4. Trademark examination system
5. Patent examination system
6. Appeal court
7. Public Gazettes Reading Room and Reference Materials Library(INPIT)

Venue

JPO

11.35 – 13.00 Lunch Break

13.00 – 15.15	Session 6 (cont'd)
15.15 – 15.30	Break
15.30 – 16.30	Session 6 (cont'd)

Wednesday, December 6, 2017

09.30 – 13.00	Session 7	Tour of External Organization
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Training outline

Participants visit to an external organization of the JPO and learn the situation of the IT system of an external organization.

Goals

- To be able to understand how IT system is utilized at an external organization.
- To be able to understand significant points at an external organization on utilization of IT system.

Lecture content

Tour to an external organization

Venue

Industrial Property Cooperation Center (IPCC)

13.00 – 14.30	Lunch Break	
14.30 – 15:30	Closing Ceremony	<u>Venue</u> JPO

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