

IPO Maturity Assessment and Deployment of Online Services

WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO) REGIONAL
TRAINING WORKSHOP ON AUTOMATION STATUS REPORTING AND
PREREQUISITES FOR ONLINE TOOLS DEPLOYMENT

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Presented by:

Collin Marenga-IP Officer & Selestina Amandus-ICT Technician

Namibia

Discussion outline

- Establishment of BIPA and its mandate
- Office organization structure
- IP Administration Systems and Level of Office Automation
- Electronic Registry, electronic support of business processes and workflow and automation of publications
- Document Management (Paper or/and electronic)
- Online Services delivered by the IPO
- Infrastructure

Establishment of BIPA and its mandate

- BIPA is established as an agency of the Ministry of Industrialization Trade and SME Development
- Became operational as a state owned Enterprise (SOE) with the promulgation of the BIPA Act No. 8 of 2016 on 16 January 2017
- BIPA's mandate is to register, administer and protect businesses, commercial and Industrial Property Rights

Office organization structure

- IP is headed by an Executive IP services with managers for the rest of the IP disciplines such as:
 - Trademark Services
 - Patent
 - Copyright and Traditional knowledge and Expressions of Folklore

IP Administration Systems and Level of Office Automation

- The office only use IPAS system for IP registrations and at the moment it is used for Trademarks and Patents only
- We have to date 103,209 Trademarks captured and over 2000 Patents on the IPAS system
- These records comes as far back as 1924 when the first Trademark was filed in Namibia
- Due to a data verification and validation project concluded sometime in April/May 2019, all these data are verified and certain percentage validated
- The office is busy doing further validation daily.

Electronic Registry, electronic support of business processes and workflow and automation of publications

- In the interest of minimizing on paper volume, the office ceased maintenance of physical register books which was maintained prior to the IPAS
- We have cut on cost of ordering such books, work and time taken to maintain two sets of similar records (electronic IPAS and physical register books)
- All processes are done on the IPAS system and with the new IP Act implemented 1st August 2018, all if not most office documents are customised accordingly and generated from IPAS

Electronic Registry, electronic support of business processes and workflow and automation of publications (continued..)

- When we are unable to process certain documents we regularly raise tickets with the system experts from WIPO
- It is a requirement in the recent implemented IP Act No. 1 of 2012 for the office to publish preliminary accepted Trademarks for any possible objections before registrations
- As a result, the office developed an IP Bulletin which was manually done with the assistance of Mr Gregory and his team, and made available every month on our website but now it is being generated on the system with few hiccups that will be fixed soon

Document Management (Paper or/and electronic)

- No online filing at the moment, all filings are done manually
- We open physical prosecution file for each application
- Number of files reduced by the adoption of multiclass filing system as provided in the new IP Act No.1 of 2012
- Examination report done on the IPAS but one have to print and send reports in paper form to the applicant
- No backlog in Trademark examinations
- Responses on examination received mostly in paper form
- Oppositions filed in paper form.

Online Services delivered by the IPO

- All our office documents can now be accessed from our organization's website (www.bipa.na)
- Publication Bulletin are made available on the organization's website once a month.

Infrastructure

- Current server runs on Windows server 2008 R2 standard
- Production and test schemas run on one machine
- No backup server
- We are in the process of upgrading to the new server which will run Windows server 2016 standard
- Database MsSQL 2008 11g
- IPAS system runs on ver 3.50b, recently upgraded from ver 3.1.1c
- Space challenges as files size increase everyday
- Current physical machine has reached end of life

Thank you