



JAPAN PATENT OFFICE



BUSINESS REGISTRATIONS AND LICENSING AGENCY



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## REGIONAL TRAINING WORKSHOP

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**WIPO/  
ORIGINAL: ENGLISH  
DATE: AUGUST 13, 2019**

# **World Intellectual Property Organization (WIPO) Regional Training Workshop on Automation Status Reporting and Prerequisites for Online Tools Deployment**

organized by  
the World Intellectual Property Organization (WIPO)

in cooperation with  
the Business Registration and Licensing Agency (BRELA)

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

**Dar es Salaam, United Republic of Tanzania, August 26 to 30, 2019**

PROVISIONAL PROGRAM

*prepared by the International Bureau of WIPO*

Monday, August 26, 2019

8.30 – 9.00 Registration

9.00 – 9.30 Opening Ceremony

Opening addresses by:

The Representative of the Business Registration and Licensing Agency (BRELA), Dar es Salaam, United Republic of Tanzania

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

The Representative of the Japan Patent Office (JPO), Tokyo, Japan

**THEME I: ONLINE TOOLS AND SERVICES – AUTOMATION OF LEGAL AND ADMINISTRATIVE PROCEDURES**

9.30 – 10.30 **Topic 1: Japan Patent Office (JPO) experience on Deployment of Online Services**

JPO's experience on deployment and delivery of online services with regard to challenges and opportunities in the context of the legal regime on Industrial Property processing and registration, rules and administrative procedures, business processes and workflows, Information and Communication Technologies (ICT) infrastructure, access to ICT tools and services, and JPO's ICT interfaces and integration with IP stakeholders' systems.

Speaker: Mr. Hiroyuki Nishibori, Deputy Director, Information Technology and Patent Information Management Office, Japan Patent Office (JPO)

10.30 – 10.45 Coffee Break

10.45 – 11.45 **Topic 2: WIPO File – Assessment and Deployment – WIPO's Experience**

WIPO's experience on assessment and deployment of WIPO File in Industrial Property Offices (IPOs): challenges, opportunities, requirements, enabling environment, Office preparedness, deployment strategies, interfacing and integration with other stakeholder systems including online payment processing, and national identification.

Speaker: Mr. Daniel Cheng, Head of Development, IP Office Business Solutions Division (IPOBSD), WIPO

11.45 – 12.45 **Topic 3: WIPO Publish – Assessment and Deployment in the ARIPO Region – WIPO's Experience**

		WIPO's experience on assessment and deployment of the ARIPO Online Regional IP Database: challenges, opportunities, requirements, enabling environment, deployment strategies, interfacing and integration with IPOs' IPAS for automated data extraction and upload to the regional portal.
		Speaker: Daniel Cheng
12.45 – 14.00		Lunch Break
14.00 – 15.00	<b>Topic 4:</b>	<b>ARIPO Online Tools and Services – Assessment and Deployment Experience</b>
		ARIPO's experience on assessment and deployment of its online tools and services: challenges, opportunities, requirements, enabling environment, preparedness, deployment strategies, interfacing and integration with other stakeholder systems WIPO systems.
		Speaker: Mr. Grey Njowola, Head of ICT, ARIPO
15.00 – 15.15		Coffee Break
15.15 – 16.15	<b>Topic 5:</b>	<b>BRELA's Experience – Assessment and Deployment of the Online Registration System (ORS)</b>
		BRELA's experience on assessment and deployment of ORS: challenges, opportunities, requirements, enabling environment, preparedness, deployment strategies, interfacing and integration with other stakeholder systems WIPO systems.
		Speaker: Mr. Michael Seiyai, Principal Programmer, BRELA
16.15 – 17.15	<b>Topic 6:</b>	<b>OAPI Online Tools and Services – Assessment and Deployment Experience</b>
		OAPI's experience on assessment and deployment of its online tools and services: challenges, opportunities, requirements, enabling environment, preparedness, deployment strategies, interfacing and integration with other stakeholder systems WIPO systems.
		Speaker: Mr. Francois Gwodog, IT Integration and Development Head of Division, OAPI
17.15		End of Session
19.00		Reception

Tuesday, August 27, 2019

**THEME II: IP OFFICE PREPAREDNESS FOR ASSESSMENT AND DEPLOYMENT OF ONLINE SERVICES**

All represented and participating IP Office shall make presentations on status of automation on the IPOBSD's IPO Maturity Assessment Model, which covers infrastructure management, IP administration systems, electronic registry, document management, and online services for users.

9.00 – 10.00

**Topic 7: IPO Maturity Assessment – Presentations by Participants**

Presentations by the Intellectual Property Offices (IPO) participants highlighting the following:

1. Infrastructure, Office organization structure in the context of public governance, and Office management
2. IP administration systems and level of automation
3. Electronic Registry – electronic support of business processes and workflow, and automation of publications
4. Document Management – Paper or/and electronic
5. Online Services delivered by the IPO

10.00 – 10.15

Coffee Break

10.15 – 12.45

**Topic 7: IPO Maturity Assessment – Presentations by Participants (continued)**

Presentations by IPO participants highlighting the following:

1. Infrastructure, Office organization structure in the context of public governance, and Office management
2. IP administration systems and level of automation
3. Electronic Registry – electronic support of business processes and workflow, and automation of publications
4. Document Management – Paper or/and electronic
5. Online Services delivered by the IPO

12.45 – 14.00

Lunch Break

14.00 – 15.00

**Topic 7: IPO Maturity Assessment – Presentations by Participants (continued)**

Presentations by IPO participants highlighting the following:

1. Infrastructure, Office organization structure in the context of public governance, and Office management
2. IP administration systems and level of automation
3. Electronic Registry – electronic support of business processes and workflow, and automation of publications
4. Document Management – Paper or/and electronic
5. Online Services delivered by the IPO

15.00 – 15.15	Coffee Break
15.15 – 18.15	<p><b>Topic 7: IPO Maturity Assessment – Presentations by Participants (continued)</b></p> <p>Presentations by IPO participants highlighting the following:</p> <ol style="list-style-type: none"> <li>1. Infrastructure, Office organization structure in the context of public governance, and Office management</li> <li>2. IP administration systems and level of automation</li> <li>3. Electronic Registry – electronic support of business processes and workflow, and automation of publications</li> <li>4. Document Management – Paper or/and electronic</li> <li>5. Online Services delivered by the IPO</li> </ol>
18.15	End of Session

Wednesday, August 28, 2019

**THEME III: ONLINE FILING AND CORRESPONDENCE - WIPOFILE**

9.00 – 10.00	<p><b>Topic 8: IPOBSD WIPO Suite</b></p> <p>Introduction to WIPO Suite including its modules and services and interfaces/integration amongst suite modules that include IPAS, WIPO File, WIPO Publish, Madrid Module and classification services</p> <p>Speaker: Daniel Cheng</p>
10.00 – 10.30	Coffee Break
10.30 – 12.00	<p><b>Topic 9: IPOBSD WIPO Suite / IPAS 4</b></p> <p>Introduction to improvements planned in IPAS 4 and its release plan</p> <p>Speaker: Daniel Cheng</p>
12.00 – 14.00	Lunch Break
14.00 – 15.00	<p><b>Topic 10: WIPO File - Introduction</b></p> <p>Introduction to WIPOFILE and front-office, client-facing services. System architecture and its integration with the IPAS. Business processes, legislation, and administrative procedures adjustments and amendments required for the successful deployment and operation of the WIPOFILE</p> <p>Speaker: Daniel Cheng</p>
15.00 – 15.15	Coffee Break

- 15.15 – 17.00      **Topic 11: WIPO File – Client/Agent/User Module and Interface with an Online Payment Gateway**
- Operation of the agent module reception of new applications, transmission and reception of correspondence, fee payment, interface with an online payment gateway system, general prosecution of the applications and registrations
- Speaker: Daniel Cheng
- 17.00                      End of Session

Thursday, August 29, 2019

**THEME IV: ELECTRONIC REGISTRY AND DOCUMENTS MANAGEMENT**

- 9.00 – 11.00      **Topic 12: Electronic Registry Administration**
- Maintaining an electronic registry through the WIPO Suite products. End-to-end automation of business processes and workflows including reception, scanning, indexation of documents, data capture, notification and journal/gazette generation, and post registration activities
- Speaker: Gregory Sadyalunda
- 11.00 – 11.15      Coffee Break
- 11.15 – 12.15      **Topic 13: WIPO Publish Administration**
- Extraction of IP records and documents from the IPAS for internal use (IP Examiners), and online publication. Sharing extracted data with cooperating partners and other stakeholders
- Speaker: Gregory Sadyalunda
- 12.15 – 14.00      Lunch Break
- 14.00 – 15.00      **Topic 14: Madrid and PCT Download Modules**
- Madrid and PCT Download Modules for electronic download and records creation in the local IPAS Database. Create international filings records to compliment the local filings in the IPAS
- Speaker: Francois Gwodog
- 15.00 – 15.15      Coffee Break

15.15 – 17.15      **Topic 15: ARIPO Member States Modules**

Correspondence between ARIPO Secretariat and the IPO that creates electronic records for new filings, correspondence, notifications, and status updates

Coordinator: Grey Njowola

17.15                      End of Session

Friday, August 30, 2019

**THEME V: SUPPORT SERVICES AND NEW DEVELOPMENTS**

9.00 – 10.00      **Topic 16: Support Services Report and Roadmap for the future**

Report on WIPO support activities in the Africa region and plans and activities

Speakers: Gregory Sadyalunda

10.00 – 10.15      Coffee Break

10.15 – 12.15      **Topic 17: IPOBSD New Developments**

IPOBSD new products and services  
New strategies for product and service delivery

Coordinator: Daniel Cheng

Official Closing and Issue of Certificates

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