THE GAMBIA INDUSTRIAL PROPERTY OFFICE STATUS REPORT

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SENIOR LEGAL CLERKS - GAMBIA INDUSTRIAL PROPERTY OFFICE



WIPO Regional Training Workshop on Automation Status Reporting and Prerequisites for Online Tools Deployment

PRESENTATION OUTLINE

- **❖ INFRASTRUCTURAL DEVELOPMENT**
- OFFICE ORGANISATION STRUCTURE
- OFFICE MANAGEMENT
- **❖ IP ADMINISTRATION SYSTEM AND LEVEL OF AUTOMATION SYSTEM**
- **DOCUMENT MANAGEMENT PAPER/AND ELECTRONIC**
- CHALLENGIES
- CONCLUTION

INFRASTRUCTURAL DEVELOPMENT

- The Intellectual Property Office of The Gambia is Under the Umbrella of The Attorney General's Chambers Ministry of Justice.
- The Ministry is in The capital city of The Gambia Banjul.
- The level of infrastructure at the Ministry has been the basis for the handling of its substantive activities i.e. The Registration of Trademarks, Patents, Utility Models and Industrial Designs.
- The offices automotive system (IPAS) has been a useful tool in responds to the needs of Agents and Client.

OFFICE ORGANISATION STRUCTURE

- The IP Office of The Gambia is a small structured organization that comprises of Three (3) Offices, with Seven (7) Staff including the Registrar General namely;
 - Four Legal Clerks
 - Two Trademark Examiners
 - The Registrar General.

OFFICE MANAGEMENT

- Legal Clerks
 - Reception –receiving and designating application numbers –GM/M/2018/00021
 - Entering of data –information of the applicant, owner/agent, and other details of the mark
 - Formality examinations
- Examiners
 - Substantive Examination relative and absolute grounds
 - Publications 3 three months opposition period
- Registrar General
 - Final approval and signing of the Certificates

IP ADMINISTRATION SYSTEM AND LEVEL OF AUTOMATION SYSTEM

- The Offices automation system (IPAS) has been a useful tool in responds to the needs of Agents and Client.
- The system is been hosted in a single server (Windows server 2012)
- The system (IPAS) has been recently updated with the newest version of 3.5 which is user friendly.
- The internet speed has been recently increase to 4MB.

DOCUMENT MANAGEMENT PAPER/AND ELECTRONIC

• Both Physical files and Electronic - No organized filling system



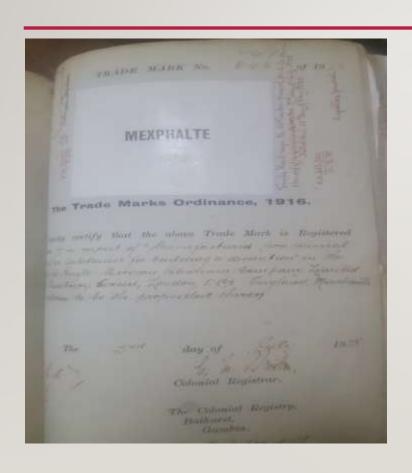
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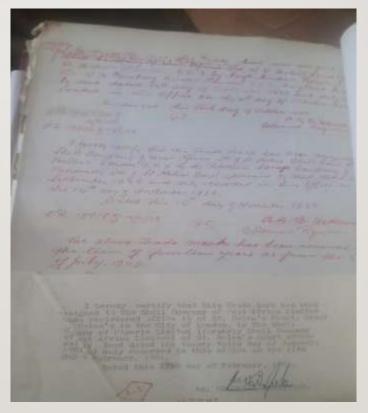
CHALLENGES

- Office Space
- Human Resource Capacity 7 staff
- Internet and Electricity Problems
- Lack of Training for IP Staff
- Back log of old Records
- Daily log error message

IPAS - Industrial	Property Administration System	User :JABAN
Back Oper	Logout	
No new logs can be o	pened because there are already 365 days without complete capture process	
Daily log data		
Record 1/31		
Document Origin ★	GAMBIA V	
Document Log ▼	Input ~	
Log Date *	01/08/2019	
Next Working Date		
Is Open		
Is Closed		
Date Affected Files Identified		
Date Userdoc Data Captured		
Date Application Data Captured		
Date Logo Image Scanned		
Date Search Classes Assigned		
Date Digitalisation Ready		

BACK LOGS





CAPACITY BUILDING

• In order for the IP Office to play its role efficiently, Capacity building of the IP Staff especially for the Legal Clerks to improve our skills and professionalism to deliver quality services to our agents and clients.

