

General Information on

The JPO/IPR Training Program

FY 2020

(for Federative Republic of Brazil)

ABOUT GENERAL INFORMATION (GI):

I. Background

Recent years, R&D and business activities are becoming increasingly global and borderless, and the securing of Intellectual Property (IP) protection is becoming an extremely important issue worldwide. IP protection is a key factor in promoting foreign investment and technology transfer, as well as for boosting a nation's industrial development. Therefore, since 1996, the Japan Patent Office (JPO) has provided vigorous support for human resource development in order to reinforce the protection of IP in developing countries. The training program in Japan is funded by the JPO, while its operation is entrusted to Japan Institute for Promoting Invention and Innovation (JIPII) and the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS).

(For more details, please refer to the following website;

<https://www.jpo.go.jp/e/news/kokusai/developing/index.html>).

II. Objective

The General Information (GI) is to inform your IP Office about the training program targeting your country regarding financial support, application procedures and so on. All contents are shown in "**III. Contents.**" We would like to request that you nominate appropriate candidates for each program based on the requirements on this GI. We would also like to ask that you provide this information to the candidates when you recruit applicants for each program.

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(i) TRAINING PROGRAM

The training courses listed in the table below are targeted to your office. The number of people to be admitted and the deadline for application are also described below.

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Outline and Duration of Courses

The following courses will be implemented by inviting participants to Japan and having in-person lectures.

Depending on upcoming circumstances, however, some or all of the following courses may be transitioned to online courses. Those training courses to be conducted before the end of December 2020 (colored in blue) have a particularly high possibility of being conducted as online courses. We will inform IP Offices during July 2020 as soon as any changes have been finalized.

In the case any of the following in-person courses are transitioned to online courses, the starting date of the course is not expected to change, but the course may possibly be shortened or lengthened as necessary. (IP Offices will be informed of any changes as soon as they are finalized.)

In transitioning to online courses, please understand that some changes to course content without advance notice may be necessary.

	Course Title	Term of Course (Number of days *1)	Number of Participants Allocated for Your Country	Target:		Deadline for Application
				IP Office Officials	Non-IP Office personnel *2	
1	JPO/IPR Training Course on Design Examination Under the Hague System	September 14 - 25, 2020 (5 days)	2	X		July 29, 2020
2	JPO/IPR Training Course on Trademark Examination Under the Madrid System	September 23 - October 7, 2020 (7 days)	2	X		July 31, 2020
3	JPO/IPR Training Course for IP Trainers	October 1 - 21, 2020 (10 days)	2	X *3	X	August 12, 2020
4	JPO/IPR Training Course on Patent Examination Management for Managers	October 5 - 14, 2020 (5 days)	1	X		August 17, 2020
5	JPO/IPR Training Course for Practitioners Specializing in Trademarks	October 12 - 30, 2020 (10 days)	1		X	August 19, 2020
6	JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	October 26 - November 11, 2020 (8 days)	2	X	X	August 24, 2020
7	JPO/IPR Training Course for Practitioners Specializing in Patents	November 9 - December 4, 2020 (13 days)	1		X	September 7, 2020

8	JPO/IPR Training Course on Substantive Examination of Trademarks	November 16 – December 3, 2020 (9 days)	1	X		September 15, 2020
9	JPO/IPR Training Course on Patent Examination (Basic Program)	December 1 - 11, 2020 (5 days)	1	X		October 1, 2020
10	JPO/IPR Operational Patent Examination Training Program (OPET) *4	Part 1: December 1 - 17, 2020 Part 2: January 12 – 28 2021 (26 days)	2	X		October 7, 2020
11	JPO/IPR Training Course on Information Technology	December 9 - 18, 2020 (5 days)	1	X		October 9, 2020
12	JPO/IPR Training Course on Promoting Public Awareness of IP	February 1 - 10, 2021 (5 days)	1	X	X	November 12, 2020
13	JPO/IPR Training Course on Patent Examination in Specific Technical Fields for Latin American Countries	February 9 - 25, 2021 (7 days)	3	X		November 18, 2020

*1 An approximate number of days required for each course (around six hours per day)

*2 Please see ANNEX for details on targeted candidates.

*3 This training course targets in particular non-IP Office personnel. However, if there are no such candidates available, IP Office Officials in charge of IP training and/or act as IP trainers are acceptable.

*4 The OPET program will be divided into two parts and held at two different times.

(ii) REQUIREMENTS AND PROCEDURES FOR *IN-PERSON* TRAINING COURSES

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The following information is applicable for *in-person* training courses.

Please be aware that some courses cannot be held *in person* due to the present circumstances.

In this case, we ask that you to register for *online* coursework (see section (iii) for further information).

As mentioned above, we will inform you as early in July 2020 as possible regarding the method for holding each course.

1. TRAINING COURSE ATTENDANCE REQUIREMENT:

(1) Attendance

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the ANNEX for each training course.

(2) Certificate of Completion

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
 - Attend two-thirds of the scheduled activities of the course.
 - Submit all documents which are required for the course.

2. APPLICATION PROCEDURE:

(1) Gathering applications

The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

(2) Prepare a Priority List (Attachment A)

After gathering applications, the IP Office will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

* Maximum number of candidates from each country

Multi-country courses: 6, single-country courses: 10.

(3) Submission of application documents with Priority List

Prepare all necessary documents in digital format (scan, PDF, etc.), including digitized Priority List, Application Form, and other documents, and email them as attachments to the email address given in section 8. CORRESPONDENCE before the deadline.

- Regarding documents that require a signature, please sign them before scanning or digitizing them.
- Please be sure to submit the completed Application Form in Excel format as well.

- Application documents to be submitted by candidates:
 - (i) JPO/IPR Application Form FY2020 (Parts 1 to 6) (**Attachment B**)
 - (ii) A photograph of applicant (face only)
 - (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's

- license with name and address written in Romanized alphabet)
- (iv) A copy of a brochure of applicant's company/organization

3. SCREENING PROCESS:

(1) Screening Committee

- A screening committee consisting of the representatives from the JPO, JIPII and AOTS will select participants from among the candidates with the qualifications required for each training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by the IP Office exceeds the number of participants allotted to a course, we may increase the number of participants to be invited, depending on the total number of candidates nominated for the course. In that case, we will use the order of priority stated in Priority List as reference in the selection process.
- As a result of the screening, the organizer may ask Offices to reconsider their nominations.

(2) Notifying the results of screening to their IP Offices and sending invitation documents to the participants

The results of screening will be sent to their IP Offices. The invitation documents, along with related documents for the training course, will be sent to the participants at the same time.

4. TRAINING LOCATION AND ACCOMMODATION:

(1) Training Location:

Asia-Pacific Industrial Property Center (APIC)
Japan Institute for Promoting Invention and Innovation (JIPII)
4-2, Kasumigaseki 3-chome, Chiyoda-ku, Tokyo 100-0013, Japan
Tel: 81-3-3503-3026, Fax: 81-3-3503-3239

(2) Accommodation (and Training Location):

Tokyo Kenshu Center (TKC)*
The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763 (Reception)
URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center/>

* There are some cases in which accommodations other than the TKC are designated.

* The travel between accommodations and training location, as well as other sites to be visited, is basically by public transportation and on foot.

5. TRAINING EXPENSES:

The following training expenses will be provided to each participant by the JPO:

(1) International Air Fare (in kind)

The JPO will arrange and purchase the most efficient and economical route for round-trip economy class air tickets to Japan from an international airport in the participant's home country that has been specified by the JPO.

(2) Local Transportation Fees

The JPO will provide each participant the fare of local transportation between Narita/Haneda airport and the train station nearest the designated accommodations.

(3) Daily Subsistence Allowance (DSA)

The JPO will finance each participant a Daily Subsistence Allowance (DSA), which shall cover accommodations, breakfasts, lunches, dinners and commuting expenses during your stay in Tokyo.

(4) Medical Insurance

Overseas Travel Insurance (for accidents and illness) is provided by the JPO. The period of insurance is from the completion of entry screening procedures until the completion of exit procedures at the airport in Japan.

*The JPO is not responsible for any expenses which occur in a participant's home country (e.g. expenses for obtaining a visa, transportation fee from and to the airport).

6. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the "AOTS RULES RELATING TO TRAINEES OF THE JPO/IPR TRAINING PROGRAM," which includes the following conditions:

- (1) Participants shall obtain a "Training Visa" by submitting the invitation documents supplied by AOTS to the Japanese Embassy or Consulate in their home countries. Participants will lose their qualification to participate in the training course if they enter Japan with the wrong kind of visa.
- (2) Air tickets to and from Japan will be provided by AOTS in kind. All participants are asked to ensure that they make all necessary arrangements required in their country before their journey to Japan. AOTS will arrange flights for arrival in Japan the day before the commencement of the training course, and departure the day after the final day of the training course. No changes in the route, class or flight date are allowed.
- (3) Participants may not change their flight schedule for any reason.
- (4) Participants must stay at the designated accommodations during the training course.
- (5) Family members may not accompany participants to Japan.
- (6) Participants may not participate in any other activities after departing or prior to returning to their home country.

7. CANCELLATION PROCEDURE:

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

8. CORRESPONDENCE:

For further information, please contact the following:

[AOTS Head Office]

Mr. KUBOTA Shinya, Senior Manager

Industry Promotion Group, Economy Partnerships Promotion Department

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8253, Fax: 81-3-3888-8242

URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center>

E-mail address: Specialprojects1-at@aots.jp

(iii) REQUIREMENTS AND PROCEDURES FOR *ONLINE* TRAINING COURSES

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The following information is applicable for *online* training courses. Please see section (ii) when applying for *in-person* training courses.

As mentioned above, we will inform you as early in July 2020 as possible regarding the method for holding each course.

1. TRAINING COURSE ATTENDANCE REQUIREMENT:

(1) Attendance

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the ANNEX for each training course.

(2) Certificate of Completion

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
 - Attend all the scheduled activities of the course.
 - Submit all documents which are required for the course.

2. APPLICATION PROCEDURE:

(1) Gathering applications

The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

(2) Prepare a Priority List (Attachment A)

After gathering applications, the IP Office will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

* Maximum number of candidates from each country

Multi-country courses: 6, single-country courses: 10.

(3) Submission of application documents with Priority List

Prepare all necessary documents in digital format (scan, PDF, etc.), including digitized Priority List, Application Form, and other documents, and email them as attachments to the email address given in section 7. **CORRESPONDENCE** before the deadline.

- Regarding documents that require a signature, please sign them before scanning or digitizing them.
- Please be sure to submit the completed Application Form in Excel format as well.
- Application documents to be submitted by candidates:
 - (i) JPO/IPR Application Form FY2020 (Parts 1 to 6) (**Attachment B**)
 - (ii) A photograph of applicant (face only)
 - (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's license with name and address written in Romanized alphabet)

- (iv) A copy of a brochure of applicant's company/organization

3. SCREENING PROCESS:

(1) Screening Committee

- A screening committee consisting of the representatives from the JPO, JIPII and AOTS will select participants from among the candidates with the qualifications required for each training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by the IP Office exceeds the number of participants allotted to a course, we may increase the number of participants to be invited, depending on the total number of candidates nominated for the course. In that case, we will use the order of priority stated in Priority List as reference in the selection process.
- As a result of the screening, the organizer may ask Offices to reconsider their nominations.

(2) Notifying the results of screening to their IP Offices and sending invitation documents to the participants

The results of screening will be sent to their IP Offices. The invitation documents, along with related documents for the training course, will be sent to the participants at the same time.

4. TRAINING EXPENSES:

The JPO will not cover any expenses related to environmental maintenance/improvement, postage, Internet or any other forms of communication.

5. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the "CONDITIONS FOR PARTICIPATING IN THE JPO/IPR TRAINING PROGRAM," which include the following:

Requirements for online participation

- (1) Participants are required to attend all online lectures during the course period, particularly the live interactive lectures. In certain lectures where live participation is possible, a discussion element may also be incorporated. For those in countries where there are difficulties taking live interactive lectures, you will be required to view a video stream of that lecture, or another designated lecture, on a different day.
- (2) The following items will be necessary in order to take the online courses:
 - A device for connecting to the internet, such as a PC, tablet, or smartphone
 - Additional connecting devices (earphones or a headset with microphone)
- (3) System requirements:

i. For the Learning Management System: manabeat (tentative)

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	https://www.manabeat.com/system/index.html
	Apple Mac OS X	Safari	
Mobile	Apple iOS 8 / 9 / 10 / 11 / 12 / 13	Safari	
	Google Android 5 / 6 / 7 / 8 / 9 / 10	Google Chrome	

ii. For live interactive lectures: Zoom (tentative)

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 7 / 8 / 8.1 / 10	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux
	Apple Mac OS X 10.9 or later	Safari 11 Google Chrome Mozilla Firefox	
Mobile	Apple iOS 8.0 or later	(Download and install the application from the URL on the right.)	https://apps.apple.com/app/zoom-cloud-meetings/id546505307
	Google Android 5.0x or later	(Download and install the application from the URL on the right.)	https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl

IP rights and privacy

- (1) The streamed lectures may not be downloaded or recorded in any way, and they may also not be used for any other purpose than participation in the course.
- (2) Data distributed to participants through the lectures may be used only for designated and approved purposes.
- (3) The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.

6. CANCELLATION PROCEDURE:

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

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