

(ii) REQUIREMENTS AND PROCEDURES FOR TRAINING COURSES HELD IN A HYBRID FORMAT

<Must-read information>

The following information is applicable for training courses held in hybrid format. Please see section (iii) when applying for training courses held in-person.

The hybrid-type training courses consist of an online training period and an in-person training period, wherein we will invite participants to Japan.

Please be aware that some courses may not be able to be held in person due to future circumstances.

In such cases, we ask that you register for coursework held online; but if you have already submitted application documents for training courses held in-person, you will not be asked to re-submit them.

Border measures for entering Japan may be strengthened in response to COVID-19 and/or other infectious diseases. Therefore, you may be required to undergo necessary procedures to enter the country, for which you may also be financially responsible (such as vaccinations, and submission of antigen/PCR test certificates).

In addition, if you become infected with COVID-19 and/or other infectious diseases while in Japan, you may be subject to restrictions on your activities, and you may be liable for expenses that are not covered by the overseas travel insurance arranged by the JPO. Please be aware of these circumstances before applying for the JPO/IPR Training Program. Updated information on the training program and travel to Japan will be provided to participants as necessary.

1. TRAINING COURSE ATTENDANCE REQUIREMENTS:

(1) Attendance

Candidates should be selected on the assumption that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on candidate requirements, 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 certifying that they have obtained satisfactory results from the training course.
- However, if a participant fails to follow the following conditions, in principle the certificate will not be issued to them:
 - Attending all scheduled course activities
 - Submitting all required course documents

Even if you do not meet all of the requirements, however, we may still consult with you individually depending upon the situation.

2. APPLICATION DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Compiling applications

Application documents should be submitted to the IP Office of your country. Responsible officials at IP Office should compile the application documents, and check that everything is included with no omissions.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2023 (Parts 1 to 6)
- (ii) A photograph of the applicant (face only)
- (iii) A copy of the applicant's passport (if not available, a copy of an official photo ID card or a driver's license, with the name and address written in Romanized alphabet)
- (iv) A copy of a brochure from the applicant's company/organization

3. TRAINING LOCATION AND ACCOMMODATION (in-person training period):

(1) Main 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

* There may be some cases for which training locations other than APIC are designated.

(2) Accommodation:

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 may be some cases for which an accommodation facility other than the TKC is designated.

* The travel between accommodation and training locations, as well as other sites to be visited, will normally take place via public transportation and on foot.

4. TRAINING EXPENSES:

<Online training period>

There is no charge for attending the lectures. However, the JPO will not cover any expenses related to maintenance/improvement of the study environment, postage, Internet or any other forms of communication.

<In-person training period>

There is no charge for attending the lectures. The following training expenses for each participant will be covered 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) Domestic Transportation Fees

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

(3) Daily Subsistence Allowance (DSA)

The JPO will provide each participant with a Daily Subsistence Allowance (DSA), which shall cover accommodation, breakfast, lunch, dinner and commuting expenses during your stay in Tokyo.

(4) Medical Insurance

Overseas travel insurance (for accidents and illness) is provided by the JPO. The above medical treatment coverage period is from the completion of departure screening procedures in the participant's home country until the completion of re-entry procedures during the return journey.

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

5. 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", in principle, 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.

<Requirements for the online training period>

- (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 participants in countries where it is difficult to attend live interactive lectures (due to the time difference, for example), 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 participate in 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:

For live interactive lectures: Teams

Devices	Possible Operating Systems	Possible Browsers	Details
PC	Microsoft Windows 8.1 / 10 / 11	Microsoft Edge (Chromium-based), the latest version plus two previous versions Google Chrome, the latest version plus two previous versions	https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app#hardware-requirements-for-teams-on-mobile-devices
	One of the three most recent versions of macOS.	Safari 14+ Google Chrome, the latest version plus two previous versions	
Mobile	The two most recent major versions of iOS	(Download and install the application from the URL on the right.)	https://apps.apple.com/app/microsoft-teams/id1113153706
	The last four major versions of Android	(Download and install the application from the URL on the right.)	https://play.google.com/store/apps/details?id=com.microsoft.teams&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 purpose other 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.

<Requirements for using the Learning Management System (KnowledgeC@fe)>

(1) Participants shall receive the training materials for each session, and complete evaluation questionnaires through the Learning Management System known as KnowledgeC@fe during both the online and in-person training periods. For this reason, we request that participants bring their own device, such as a laptop or, tablet computer, for the in-person training period.

(2) System requirements:

For the Learning Management System (KnowledgeC@fe)

Devices	Possible Operating Systems	Possible Browsers	Details
PC	Microsoft Windows 10 / 11	Microsoft Edge (the latest version after 8.X) Google Chrome Mozilla Firefox (Windows 10 only)	https://www.knowledgewing.com/kc/c/afe/requirements.html (Japanese)
	Apple Mac OS X	Not Supported	
Mobile	Apple iOS 13 or later	Safari	
	Google Android 9 or later	Google Chrome	

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 purpose other than participation in the course.

- (2) Data distributed to participants through the lectures may only be used 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, s/he must immediately inform both the relevant official at the IP Office in his/her country, as well as the AOTS, regarding the reason for the cancellation.

Annex 1

JPO/IPR Training Course for Practitioners Specializing in Trademarks [Hybrid]

1. Duration:

<Online training period> August 1 – 14, 2023

<In-person training period> August 23 – 30, 2023

[Lecture time: <Online> 18 hours, <In-person> 36 hours]

2. Objective:

To deepen one's knowledge on intellectual property in general, as well as to deepen one's understanding of and enhance one's professional capabilities on trademark practices, by hearing lectures and holding discussions on the trademark system, trademark examination standards of the Madrid System, and the use of trademark information.

3-1. Specific Course Requirement(s):

Candidates must be professionals working in one of the following positions:

- (1) Patent/trademark attorneys and IP lawyers in the private sector who are involved in trademark practices
- (2) Employees engaged in trademark practices in the private sector

3-2. General Requirements

Applicants must meet all of the following requirements:

- (1) be nominated by the IP Office in their countries
- (2) be engaged in the field of IPR
- (3) be university graduates and/or have equivalent professional experience
- (4) be physically and mentally prepared to undergo an intensive training course
- (5) not presently be full-time students or armed forces personnel
- (6) continue working in the same field after completing the training course
- (7) have adequate English language ability to attend lectures and discussions, as well as prepare reports
 - * If English ability is considered to be insufficient, an interview will be conducted by telephone in order to confirm English proficiency
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle
- (9) be under 50 years of age

4. Language:

Lectures, visits and discussions will be carried out in English, or in Japanese with English interpretation. The course documents and training materials will be prepared in English.

5. Training Schedule: TBD

The course schedule below was completed in FY2022. It is provided for your reference only. Please note that the FY2023 schedule will be different, and that the subjects may be somewhat different from FY2022 as well.

(Ref.: FY2022) JPO/IPR Training Course for Practitioners Specializing in Trademarks
[Hybrid]

Session No.	Subject
<Online>	
1	APIC Orientation
2	Guidance by Mentor 1, Pre-training Report Presentation of Issues in the Summary Discussion (e.g. Presentation of a Fictional Application Request and Comparison of Examination Results Between your country's system and the Japanese system)
3	Trademark Examination Standards (Including Non-traditional Trademarks)
4	Application Practices of the Madrid Protocol
5	Trademark Information Search Practices (Databases for Japanese Classifications and Search) (Including Exercises)
6	How to use the WIPO's online tool (Trademark)
7	Guidance by Mentor 2, Trademark Application Practices (Exercises)
<In-person>	
8	Welcome Addresses
9	Visit to the JPO National Center for Industrial Property Information and Training (INPIT) Trial Court
10	APIC Orientation
11	Demonstration of Trademark Examination
12	Operation and Comparing Trademark Systems in Various Countries (1) Group Discussion, Comparing Trademark Systems of Various Countries (Including Unfair Competition Prevention Act Cases)
13	Guidance by Mentor 3 Including Q&A on the Assignment and the Exercise in Session 7 Mainly Free / Group Discussions Among Trainees
14	Operation and Comparing Trademark Systems in Various Countries (2) Group Discussion Border Measures Against Counterfeit Products
15	Operation and Comparing Trademark Systems in Various Countries (3) Group Discussion Judging Trademark Similarity (Including Q&A on Trademark Examination Guidelines)

16	Trademark Strategies of Companies
17	Fieldwork on the Use of Trademark
18	Case Study Trademark Trial System
19	Mock Trial Trademark Infringement Cases (Including Mock Trademark Infringement Trials)
20	Guidance by Mentor 4 Overall Discussion (Presentation of Issue)
21	Evaluation Meeting
22	Closing Ceremony

Annex 3

JPO/IPR Training Course for Practitioners Specializing in Patents [Hybrid]

1. Duration:

<Online> August 23 – September 19, 2023

<In-person> September 28 – October 5, 2023

[Lecture time: <Online> 36 hours, <In-person> 36 hours]

2. Objectives:

To enhance one's knowledge on intellectual property in general, as well as to deepen one's understanding and enhance one's professional capabilities in terms of patent practices such as the following: acquiring knowledge on the outline of the patent system, preparing specifications and drawings, handling office actions, making amendments, judging patentability, considering patents for innovative technology, using patent information, and handling operations involving licensing.

3-1. Specific Course Requirement(s):

Candidates must be professionals working in one of the following positions:

- (1) Patent attorneys and IP lawyers in the private sector who have experience drafting patent specifications
- (2) Patent practitioners in the private sector who have experience drafting patent specifications

3-2. General Requirements

Applicants must meet all of the following requirements:

- (1) be nominated by the IP Office in their countries
- (2) be engaged in the field of IPR
- (3) be university graduates and/or have equivalent professional experience
- (4) be physically and mentally prepared to undergo an intensive training course
- (5) not presently be full-time students or armed forces personnel
- (6) continue working in the same field after completing the training course
- (7) have adequate English language ability to attend lectures and discussions, as well as prepare reports
* If English ability is considered to be insufficient, an interview will be conducted by telephone in order to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle
- (9) be under 50 years of age

4. Language:

Lectures, visits and discussions will be carried out in English, or in Japanese with English interpretation. Course documents and training materials will be prepared in English.

5. Training Schedule: TBD

The course schedule below was completed in FY2022. It is provided for your reference only. Please note that the FY2023 schedule will be different, and that the subjects may be somewhat different from FY2022

as well.

(Ref.: FY2022) JPO/IPR Training Course for Practitioners Specializing in Patents
[Hybrid]

Session No.	Subject
<Online>	
1	APIC Orientation
2	Guidance by Mentor (I) Current Global Status of IPR
3	Introduction to the Japanese Intellectual Property Law System
4	Japanese Patentability Requirements (I) Novelty, Inventive Step (Case Study)
5	Patent Examination Practice in Japan (Case Study)
6	Japanese Patentability Requirements (II) Description Requirements of Patent Specification, Amendment (Case Study)
7	Patent Information Search (Foundation)
8	Patent Information Search (Exercise)
9	Practical Office Action Response
10	IP Strategy in Companies
11	Patent Management in Companies
12	Assessment of IP Asset Values
13	Use of IP at SMEs
14	Patent License Session
15	Guidance by Mentor (II) Achievement Test / Posting of Assignment (Discussion included)
<In-person>	
16	Welcome Addresses
17	Visit to the JPO National Center for Industrial Property Information and Training (INPIT) Trial Court

18	APIC Orientation
19	Mock License Negotiation
20	Company tour (Case Study) IP Strategy in Companies
21	Guidance by Mentor (III) Group discussion on Achievement Tests included
22	Claim Drafting Practice
23	Contract Drafting Practice
24	Mock Trial of Patent Infringement
25	Guidance by Mentor (IV) Overall Discussion
26	Evaluation Meeting
27	Closing Ceremony