

General Information on

The JPO/IPR Training Program

FY 2021

(for non-IP Office personnel)

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>).

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(i) TRAINING PROGRAM

The target courses and deadlines for application are described below.

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Two types of training courses will be held:

- **Online:** Training courses wherein all lecture sessions will be provided online (on demand and/or live stream)
- **Hybrid:** Training courses consisting of an online training period, and an in-person training period wherein we will invite participants to Japan.

<Outline and Duration of Courses>

	Course Title	Type of Training Course	Term of Course *1 (Total lecture time)	Deadline for Application
1	JPO/IPR Training Course on Promoting Public Awareness of IP	Online	July 9 – August 2, 2021 (30 hours)	May 17, 2021
2	JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	Online	July 29 – September 2, 2021 (60 hours)	May 28, 2021
3	JPO/IPR Training Course for Practitioners Specializing in Trademarks	Hybrid	<Online> September 3 – October 5, 2021 <In-person> October 13 – 21, 2021 (90 hours)	June 18, 2021
4	JPO/IPR Training Course for IP Trainers	Hybrid	<Online> October 22 – November 16, 2021 <In-person> November 25 – 30, 2021 (60 hours)	July 23, 2021
5	JPO/IPR Training Course for Practitioners Specializing in Patents	Hybrid	<Online> October 28 – November 29, 2021 <In-person> December 7 - 15, 2021 (90 hours)	August 13, 2021

*1 The starting date of the course is not expected to change, but the course may possibly be shortened or lengthened as necessary. Please understand that some changes to course content without advance notice may be necessary.

(ii) REQUIREMENTS AND PROCEDURES FOR *ONLINE-TYPE* TRAINING COURSES

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The following information is applicable for *online-type* training courses. Please see section (iii) when applying for *hybrid-type* training courses.

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 after 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.

However, if you do not meet the requirements, we may consult with you individually depending on the situation.

2. APPLICATION DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Gathering applications

Application documents should be submitted to the IP Office of their country. 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) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2021 (Parts 1 to 6)
- (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. TRAINING EXPENSES:

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

4. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the “TERMS AND CONDITIONS FOR PARTICIPATION 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

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 / 14	Safari	
	Google Android 5 / 6 / 7 / 8 / 9 / 10	Google Chrome	

ii. For live interactive lectures: Zoom

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 7 / 8 / 8.1 / 10	Microsoft Internet Explorer 11+ Microsoft Edge 12+ Google Chrome 30+ Mozilla Firefox 27+	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 7+ Google Chrome 30+ Mozilla Firefox 27+	
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.

5. 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.

(iii) REQUIREMENTS AND PROCEDURES FOR *HYBRID-TYPE* TRAINING COURSES

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The following information is applicable for *hybrid-type* training courses.

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 cannot be held *in person* due to the present circumstances.

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

However, in case you have already submitted application documents for the *hybrid-type* training course, you do not need to resubmit application documents.

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.

However, if you do not meet the requirements, we may consult with you individually depending on the situation.

2. APPLICATION DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Gathering applications

Application documents should be submitted to the IP Office of their country. 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) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2021 (Parts 1 to 6)
- (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. TRAINING LOCATION AND ACCOMMODATION (for 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 are some cases in which training location other than the 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 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.

4. TRAINING EXPENSES:

<Online training period>

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

<In-person training period>

There is no charge for the lecture. 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 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).

5. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the “TERMS AND CONDITIONS FOR PARTICIPATION IN THE JPO/IPR TRAINING PROGRAM,” which includes the following conditions:

<Requirements for 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 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

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
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ii. For live interactive lectures: Zoom

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 7 / 8 / 8.1 / 10	Microsoft Internet Explorer 11+ Microsoft Edge 12+ Google Chrome 30+ Mozilla Firefox 27+	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 7+ Google Chrome 30+ Mozilla Firefox 27+	
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.

<Requirements for in-person training period>

- (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.

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.