

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

<Must-read>

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

Border restrictions when entering Japan have been strengthened in response to the ongoing COVID-19 situation. Therefore, you may be required to undergo necessary procedures to enter the country for which you may also be financially responsible, such as vaccination and submission of antigen/PCR test certificates. In addition, if you become infected with COVID-19 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 understand these circumstances before applying for the JPO/IPR Training Program. The latest information on the training program and travel to Japan will be provided to participants as necessary.

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 FY2022 (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 / 11	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: Teams

Devices	Operating Systems	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
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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.

Requirements for using the Learning Management System: Manabeat

- (1) Participants shall receive the training materials of each session and answer the evaluation questionnaires through the Learning Management System: Manabeat. For this reason, we recommend the participants bring their own laptop or tablet computer, etc.
- (2) System requirements:

For the Learning Management System: Manabeat

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10 / 11	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	

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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.

Annex 2

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

1. Duration:

<Online training period> September 8 - 26, 2022

<In-person training period> October 4 - 12, 2022

[Total lecture time: 54 hours]

[Application Deadline: June 17, 2022]

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 Requirement(s) for This Course:

Candidates have to 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; OR
- 2) Employees engaged in trademark practices in the private sector.

3-2. General Requirements (applicants must meet all of the following requirements):

Candidates have to:

- (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) be persons who are not 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 make reports.
* If English ability is considered to be insufficient, an interview will be conducted by telephone 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 FY2021 which was held as an online course. It is provided for your reference only. Please note that the FY2022 schedule will be different, and the subject contents may be somewhat different from FY2021 as well.

(Ref.: FY2021) JPO/IPR Training Course on Practitioners Specializing in Trademarks

Session No.	Subject	Broadcast Method [Viewing time]
1	APIC Orientation (Points to be noted prior to taking online training)	Video [30 mins.]
2	Welcome Address from the JPO	Video [10 mins.]
3	Comparing Trademark Systems of Various Countries (Including Unfair Competition Prevention Act Cases)	Video [3 hours]
4	Trademark Application Practices 1 (Lecture)	Video [3 hours]
5	Live Session: 14:00 - 17:00 (JST) Trademark Application Practices 2 (Q&A and Exercises)	Live/Video of Live stream [3 hours]
6	Live Session: 14:00 - 17:00 (JST) Application Practices of the Madrid Protocol	Live/Video of Live stream [3 hours]
7	Trademark Examination Standards (Including non-traditional Trademarks)	Video [3 hours]
8	Live Session: 14:00 - 17:00 (JST) Trademark Examination Standards (Q&A and Exercises)	Live/Video of Live stream [3 hours]
9	Live Session: 14:00 - 17:00 (JST) Trademark Information Search Practices (Databases for Japanese Classifications and Search) (Including Exercises)	Live/Video of Live stream [3 hours]
10	Live Session: 14:00 - 17:00 (JST) How to use WIPO Online Tools (Trademark)	Live/Video of Live stream [3 hours]
11	Live Session: 14:00 - 17:00 (JST) Demonstration of Trademark Examination	Live/Video of Live stream [2 hours]
12	Live Session: 14:00 - 17:00 (JST) Trademark Trial System 1	Live/Video of Live stream [3 hours]
13	Trademark Strategies of Companies (1)	Video [3 hours]
14	Live Session: 14:00 - 17:00 (JST) Trademark Strategies in Companies (2)	Live/Video of Live stream [3 hours]
15	Live Session: 14:00 - 17:00 (JST) Trademark Trial System 2	Live/Video of Live stream [3 hours]

16	Live Session: 14:00 - 17:00 (JST) Border Measures against Counterfeit Goods	Live/Video of Live stream [3 hours]
17	Trademark Infringement (Case Studies)	Video [3 hours]
18	Live Session: 14:00 - 17:00 (JST) Trademark Infringement (Q&A and Exercises)	Live/Video of Live stream [1.5 hours]
19	Live Session: 14:00-17:00 (JST) General Discussion (Review Exercises)	Live/Video of Live stream [3 hours]
20	Live Session: 15:00 - 17:00 (JST) Hearing Session re. the Training Course (Opinions on the training from those who participated in the live sessions)	Live/Video of Live stream [2 hours]
	Recognition of Course Completion	
21	Closing Ceremony (Greetings/Reading out the names of persons completing the course)	Video