

General Information on

The JPO/IPR Training Program

FY 2022

(for People's Republic of Bangladesh)

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 customs 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 the 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 the program.

III. Contents

(i) TRAINING PROGRAM

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

1. TRAINING COURSE ATTENDANCE REQUIREMENT
2. APPLICATION PROCEDURE
3. SCREENING PROCESS
4. TRAINING LOCATION AND ACCOMMODATION
5. TRAINING EXPENSES
6. TERMS AND CONDITIONS OF PARTICIPATION
7. CANCELLATION PROCEDURE
8. CORRESPONDENCE

(iii) REQUIREMENTS AND PROCEDURES FOR ONLINE-TYPE TRAINING COURSES

1. TRAINING COURSE ATTENDANCE REQUIREMENT
2. APPLICATION PROCEDURE
3. SCREENING PROCESS
4. TRAINING EXPENSES
5. TERMS AND CONDITIONS OF PARTICIPATION
6. CANCELLATION PROCEDURE
7. CORRESPONDENCE

(iv) APPENDIX

(v) ANNEX

(i) TRAINING PROGRAM

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

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Three types of training courses will be held:

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

Depending on future circumstances, however, it may be decided to hold some or all of the in-person-type or hybrid-type training courses fully online. We will inform customs regarding the final decision around two months before the start of each training course.

In case whereby any of the in-person-type or hybrid-type training course is transitioned to online course, the starting date of the course is not expected to change, although the course may possibly be shortened or lengthened as necessary. (Customs will be informed of any changes as soon as these are finalized.)

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

Outline and Duration of Course

	Course Title	Type of Training Course	Term of Course (Total lecture time)	Number of Participants Allocated for Your Country	Deadline for Application
1	JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners	In-person	October 18 - 25, 2022 (36 hours)	1	July22, 2022

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

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

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

In this case, we ask that you register for *online* coursework (see section (iii) for further information). However, in case you have already submitted application documents for the *in-person-type* training course, you do not need to resubmit application documents.

As mentioned above, we will inform customs regarding the final decision on course delivery style around two months before the start of each training course.

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 the 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 PROCEDURE:

(1) Gathering applications

The persons in charge in customs 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, customs will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

* Maximum number of candidates from each country: 6

(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 Training Application Form FY2022 (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 the training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by customs 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 customs to reconsider their nominations.

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

The results of screening will be sent to their customs-. 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) 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.

5. TRAINING EXPENSES:

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).

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.

<Requirements for using the Learning Management System: Manabeat>

- (1) Participants shall receive the training materials for each session, and answer the evaluation questionnaires through the Learning Management System known as Manabeat. For this reason, we recommend that 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	

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.

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 customs 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. KURIYAMA Akira, 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-TYPE* TRAINING COURSES

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The following information is applicable for *online-type* training course. Please see section (ii) when applying for *in-person-type* training 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 the 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 PROCEDURE:

(1) Gathering applications

The persons in charge in customs 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, customs will select candidates and determine priority, and then prepare a Priority List with reasons for the nomination.

* Maximum number of candidates from each country: 6

(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 Training Application Form FY2022 (Parts 1 to 3 and 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 the training course.
- The order of priority in the Priority List will be considered by the screening committee.
- When the number of candidates nominated by customs 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 customs to reconsider their nominations.

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

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

4. 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.

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 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 / 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

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 customs in his/her country and the AOTS immediately with reasons of the cancellation.

7. CORRESPONDENCE:

For further information, please contact the following:

[AOTS Head Office]

Mr. KURIYAMA Akira, 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

(iv) APPENDIX

The following documents are attached to this General Information (GI).

Attachment A: Priority List

Attachment B: JPO/IPR Training Application Form FY2022

(v) ANNEX

Details of the following program is provided.

Annex1: JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners

Annex 1

JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners [In-person]

1. Duration:

October 18 - 25, 2022

[Total lecture time: 36 hours]

[Application Deadline: **July 22, 2022**]

2. Objective:

To deepen the understanding of the initiatives on, and the current state of, strengthening of enforcement of intellectual property rights in Japan, in order to enhance the capabilities as a custom official in the target participants' countries.

3-1. Specific Requirement(s) for This Course:

Candidates have to be officials from customs engaged in work related to measures against counterfeits and piracy.

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

Candidates have to:

- (1) be nominated by customs 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) be under 50 years of age

In principle, it is preferred that candidates not have participated in a JPO/IPR training course during FY2021 or FY2022, although certain exceptions may be possible.

* If nominated candidates do not meet all of the requirements of 3-1 and 3-2 above, the Screening Committee may consider them under certain circumstances. **The special circumstances for their nomination must be listed in the “Comments of recommendation/Reason of the priority” column of the Priority List**, and necessary documentation provided if necessary.

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. Country Report:

Participants are required to prepare a report on their respective countries, based on the details described in the guidelines that will be sent later.

6. 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 Anti-Counterfeiting Measures for Practitioners

Session No.	Subject	Broadcast Method [Viewing time]
1	APIC Orientation (Points to be noted prior to taking the online training)	Video [30 mins.]
2	Welcome Address from the JPO	Video [15 mins.]
3-1	Live Session: 14:00-17:00 (JST) Country Report Presentations	Live/Video of Live stream [3 hours]
3-2	Country Report Presentations (Video)	Video [30 mins.]
4	Outline of Intellectual Property System in Japan	Video [3 hours]
5	Infringement	Video [3 hours]
6	Outline of IP Enforcement in Japan Part 1 - Anti-Counterfeit Measures of the JPO Part 2 - Cooperation Between the JPO and Customs	Video [50 mins.]
7	Outline of IP Enforcement in Japan Part 3 - Counterfeit product damage in Japan: Overview of the facts	Video [40 mins.]
8	Outline of IP Enforcement in Japan Part 4 - Importance of awareness-raising activities	Video [30 mins.]
9	Live Session: 16:30-17:00 (JST) Discussion (Q & A)	Live/Video of Live stream [30 mins.]
10	Live Session: 15:00-17:00 (JST) Border Measures for IP-Infringing Goods	Live/Video of Live stream [2 hours]
11	Live Session: 16:00-17:00 (JST) World Customs Organization IPR Health & Safety Program "International Cooperation in the Fight against Counterfeit Items"	Live/Video of Live stream [1 hours]

12	Live Session: 14:00-17:00 (JST) Anti-Counterfeit Measures (Watching) Discussion included	Live/Video of Live stream [3 hours]
13	Live Session: 14:00-17:00 (JST) Alternative dispute resolution (ADR)	Live/Video of Live stream [3 hours]
14	Live Session: 14:00-17:00 (JST) Cooperation of Rights Holders in IP Enforcement Round-table meeting	Live/Video of Live stream [3 hours]
15	Live Session: 15:00-17:00 (JST) Anti-Counterfeiting Practices (Distinguishing between Genuine and Fake) Discussion included	Live/Video of Live stream [2 hours]
16	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	
17	Closing Ceremony (Greetings / Introduction of persons completing the course)	Video