

**General Information on**

**The JPO/IPR Training Program**

**for FY 2023**

**(People's Republic of Bangladesh)**

## **ABOUT THIS GENERAL INFORMATION (GI):**

### **I. Background**

R&D and business initiatives have become increasingly global and borderless during recent years, and the act of securing Intellectual Property (IP) protection has become 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, the Japan Patent Office (JPO) has provided vigorous support for human resource development since 1996 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 the Japan Institute for Promoting Invention and Innovation (JIPII) and the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS).

For more details regarding the training programs, please refer to the following website:

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

### **II. Objective**

This General Information (GI) document was created in order to inform your customs about the training program targeting your country. It includes details regarding financial support, application procedures, etc., which are outlined in the section below. We would like to request that you kindly nominate appropriate candidates for the program based on the requirements outlined within this GI. We would also like to ask that you provide this information to the candidates when you recruit applicants for the program.

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## (i) TRAINING PROGRAM

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

### <Must-read information>

**Two types of training courses will be held, as follows:**

- **In-person:** Training courses wherein we will invite participants to Japan
- **Hybrid:** Training courses consisting of both an online training period, and an in-person training period wherein we will invite participants to Japan

Depending on future circumstances, 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 cases whereby any of the in-person or hybrid-type training courses are transitioned to online courses, 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 courses, please understand that some changes to course content without advance notice may be necessary.

### Outline/Duration of Training Course

|   | Title   | Type          | Period<br>(Lecture time)*                      | Number of<br>Participants<br>Allocated for<br>Your Country | Application<br>Deadline |
|---|---|---------------|--|--|-------------------------|
| 1 | JPO/IPR Training Course<br>on Anti-Counterfeiting<br>Measures for Practitioners | In-<br>person | October 25 –<br>November 1, 2023<br>(36 hours) | 1  | August 16,<br>2023      |

\*The lecture time is 6 hours per day during the in-person period, and 1 to 3 hours per day during the online period.

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

### **<Must-read information>**

The following information is applicable for training course held in-person.

Please be aware that the course may not be able to be held in person due to future circumstances. In such cases, we will inform the customs about any changes to the course delivery style from in-person to online, along with information regarding requirements and procedures, around two months before the start date of the course.

In such cases, we ask that you register for coursework held online; but if you have already submitted application documents for training course 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** of 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 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 PROCEDURE:**

### **(1) Compiling applications**

Responsible officials at customs should compile the application documents, and check that everything is included with no omissions.

### **(2) Preparing a Priority List (Attachment A)**

After the applications have been compiled, customs should then select candidates, and determine the order in which you would like to nominate them. Please then prepare a priority list which lists the candidates in order, beginning with the top candidate first. Please also include the reasons for nominating each candidate.

\* The maximum number of candidates from each country is six (6).

### **(3) Submission of application documents with a Priority List**

Please prepare all necessary documents in digital format (scan, PDF, etc.), including a 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.

- Please sign any documents that require a signature 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 FY2023 (Parts 1 to 6) (**Attachment B**)
  - (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. SCREENING PROCESS:**

### **(1) Screening Committee**

- A screening committee consisting of representatives from the JPO, JIPII and AOTS will select participants from among the candidates who meet the required qualifications for the training course.
- The order of candidates on the priority list will be considered by the screening committee.
- When the number of candidates nominated by the 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 that course. In such cases, we will use the order of candidates stated on the priority list as reference during the selection process.
- As a result of the screening, the organizer may ask the customs to reconsider their nominations.

### **(2) Notification of screening results and sending invitation documents**

The results of the screening will be sent to the candidates' customs. The invitation documents, along with related documents for the training course, will be sent to the successful candidates 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 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 at the TKC is designated.

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

## **5. TRAINING EXPENSES:**

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).

## 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”, 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 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. For this reason, we request that participants bring their own device, such as a laptop or, tablet computer.
- (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)<br>Google Chrome<br>Mozilla Firefox (Windows 10 only) | <a href="https://www.knowledgewing.com/kc/cafe/requirements.html">https://www.knowledgewing.com/kc/cafe/requirements.html</a><br>(Japanese) |
|         | Apple Mac OS X             | <b>Not Supported</b>  |   |
| 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 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, s/he must immediately inform both the relevant official at the customs in his/her country, as well as the AOTS, regarding the reason for 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) APPENDIX**

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

Attachment A: Priority List

Attachment B: JPO/IPR Training Application Form FY2023

### **(iv) ANNEX**

Details of the following program is provided:

Annex 1: 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 25 – November 1, 2023**

[Lecture time: 36 hours]

[Application Deadline: **August 16, 2023**]

#### 2. Objective:

To deepen understanding of the initiatives being taken to strengthen enforcement of intellectual property rights in Japan, thereby enhancing participants' capabilities as customs professionals in the target countries.

#### 3-1. Specific Course Requirement(s):

Candidates must 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:

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

In principle, it is preferred that candidates not have participated in a JPO/IPR training course during FY2022 or FY2023, although certain exceptions may be possible.

\* Even 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 “Recommendation comments/Priority reasons” column of the Priority List (Attachment A)**, 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 reports on their respective countries, based on the details described in

guidelines that will be sent later.

## 6. 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 on Anti-Counterfeiting Measures for Practitioners [In-person]

| Session No. | Subject  |
|-------------|--|
| 1           | Welcome Addresses  |
| 2           | Visit to the JPO<br>National Center for Industrial Property Information and Training (INPIT)<br>Trial Court  |
| 3           | Courtesy Call on Executive Official of the JPO   |
| 4           | APIC Orientation   |
| 5           | Outline of the Intellectual Property System in Japan   |
| 6-1         | Information Sharing and Discussion on Issues and Initiatives in Various Countries (1)<br>Country Report Presentations (1)  |
| 6-2         | Information Sharing and Discussion on Issues and Initiatives in Various Countries (2)<br>Country Report Presentations (2)  |
| 7           | World Customs Organization IPR Health & Safety Program<br>"International Cooperation in the Fight Against Counterfeit Items"   |
| 8           | Comprehensive Introduction of Support from Japan through Case Studies (1)<br>Anti-Counterfeiting Practices (Distinguishing between Genuine and Counterfeit Goods)<br>Discussion Included |
| 9           | Comprehensive Introduction of Support from Japan through Case Studies (2)<br>Cooperation of Right Holders in IP Enforcement, Round Table Discussion                                      |
| 10          | Comprehensive Introduction of Support from Japan through Case Studies (3)<br>Visit to Tokyo Overseas Mail Sub-Branch   |
| 11          | Comprehensive Introduction of Support from Japan through Case Studies (4)<br>Observation of Sea (or Air) Cargo Status and Border Control of IP- Infringing Goods                         |
| 12          | Comprehensive Introduction of Support from Japan through Case Studies (5)<br>Anti-Counterfeit Measures ("Watching"), Discussion Included   |
| 13          | Anti-Counterfeiting Projects and Case Studies from the JPO, Discussion Included  |
| 14          | Evaluation Meeting   |
| 15          | Closing Ceremony   |