

General Information on the

JPO/IPR Training

Program for FY 2024

(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 the customs office 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(s) listed in the table below are targeted to your office. 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, which are 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 or hybrid training courses fully online. We will inform the customs offices regarding the final decision around two months before the start of each training course.

In cases whereby any of the in-person or hybrid training courses are transitioned to be held on an online basis, the starting date of the course is not expected to change (although the course may possibly be shortened or lengthened as necessary). The offices will be informed of any changes as soon as these have been 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(s)

	Title	Type	Period (Lecture time)*	Number of Participants Allocated for Your Country	Application Deadline
1	JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners	In- person	November 18 –25, 2024 (36 hours)	1	September 2, 2024

*The lecture time is 6 hours per day during the in-person period.

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

The following information is applicable for the training course(s) held in-person.

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

- Participants will be presented with a certificate on the last day of the course certifying that they have obtained satisfactory results from the training course.
- If a participant fails to follow the following conditions, however, in principle the certificate will not be issued to them:
 - Attending all scheduled course activities
 - Submitting all required course documents

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

2. APPLICATION PROCEDURE:

(1) Compiling applications

Responsible officials at your customs office should compile the application documents, and check that everything has been included, with no omissions.

(2) Preparing a Priority List (Attachment A)

After the applications have been compiled, your office 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 <9. 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 FY2024 (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 each training course.
- The order of candidates on the priority list will be considered by the screening committee.
- In cases where the number of candidates nominated by the customs office 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 a reference during the selection process.
- As a result of the screening, the organizer may ask the offices to reconsider their nominations.

(2) Notification of screening results and sending invitation documents

The results of the screening will be sent to the candidates' offices. 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

* In some cases, training locations other than APIC may be 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.

* Travel between the accommodation and training locations, 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 begins following the completion of entry screening procedures upon the trainee's arrival in Japan, and terminates upon completion of exit procedures prior to the trainee's departure from Japan.

*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 to and from 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. This requirement does not prevent them from entering Japan with visa-free entry or temporary visitor status, however, based upon the specific instructions provided by the relevant Japanese embassy or consulate.
- (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 home 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 schedule are allowed. If a participant changes either the outbound or inbound flights (or both of these flights) without permission from the JPO, please note that the entirety of the fees for all flight segments (not only the ones which have been changed) will be charged either to the participant or to their office.
- (3) Participants must stay at the designated place of accommodation throughout the period of the JPO/IPR training course. This shall not apply to cases where a participant has a reason for not being able to stay there, however, and also agrees to be personally responsible (or to have their office be responsible) for all training course-related expenses, including flights and the Daily Subsistence Allowance (DSA). In such cases, the participant must contact responsible officials at their customs

office at the time of applying for the training course so that this matter may be discussed between their office and the JPO.

- (4) Family members may not accompany participants to Japan.
- (5) Participants may not participate in any other activities after departing or prior to returning to their home country.

7. LEARNING TOOLS/REGULATIONS DURING THE TRAINING PERIOD:

A PC or tablet computer is necessary for this course (please see the table below for further details). Please also note that for some courses, participants will be asked to conduct searching exercise sessions using their own devices.

The course materials provided by organizers will be in formats including PDF, Microsoft Word, Excel and PowerPoint. In addition, participants shall submit and receive the training materials for each session, and also complete evaluation questionnaires, using through our Learning Management System known as KnowledgeC@fe.

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/kcc/cafe/requirements.html (Japanese)
	Apple Mac OS 13 Ventura	Safari	
Tablet Computer	Apple iOS 15 or later	Safari	
	Google Android 10 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.

8. 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 office in his/her country, as well as the AOTS, regarding the reason for the cancellation.

9. CORRESPONDENCE:

For further information, please contact the following:

[AOTS Head Office]

Mr. KODAIRA Masami, General Manager

Overseas Management 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 FY2024

(iv) ANNEX

Details are provided for the following program(s):

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:

November 18 – 25, 2024

[Lecture time: 36 hours]

[Application Deadline: **September 2, 2024**]

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 office professionals in the target countries

3-1. Specific Course Requirement(s):

Candidates must be officials from customs offices 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 office in their country
- (2) be engaged in the field of IPR
- (3) be a university graduate and/or have equivalent professional experience
- (4) be physically and mentally prepared to undergo an intensive training course
- (5) not presently be a full-time student or armed forces personnel
- (6) plan to continue working in the same field after completing the training course
- (7) have adequate English language ability to attend lectures and discussions, and to prepare reports
 - * If English ability is considered to be insufficient, an interview will be conducted by telephone in order to confirm proficiency.
- (8) be under 50 years of age (Negotiable. Please refer to the following note which is indicated by *.)

In principle, it is preferred that candidates not have participated in a JPO/IPR training course during FY2023 or FY2024, 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 Reports:

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 FY2023. It is provided for your reference only. Please note that the FY2024 schedule will be different, and that the subjects may be somewhat different from FY2023 as well.

(Ref.: FY2023) JPO/IPR Training Course on Anti-Counterfeiting Measures for Practitioners [In-person]

Session No.	Subject
1	Welcome Addresses
2	Courtesy Call on Executive Official of the JPO
3	Visit to the JPO
4	APIC Orientation
5	Outline of the Intellectual Property System in Japan
6	Information Sharing and Discussion on Issues and Initiatives in Various Countries Country Report Presentations
7	Comprehensive Introduction of Support from Japan through Case Studies (1) Visit to Tokyo Overseas Mail Sub-Branch
8	Comprehensive Introduction of Support from Japan through Case Studies (2) Observation of Sea (or Air) Cargo Status and Border Control of IP- Infringing Goods
9	Anti-Counterfeiting Projects from the JPO Discussion Included
10	History of YKK's measures against counterfeit goods and future prospects
11	Comprehensive Introduction of Support from Japan through Case Studies (3) Anti-Counterfeiting Practices (Distinguishing between Genuine and Counterfeit Goods) Discussion Included
12	Comprehensive Introduction of Support from Japan through Case Studies (4) Cooperation of Right Holders in IP Enforcement Round Table Discussion
13	World Customs Organization IPR Health & Safety Program "International Cooperation in the Fight Against Counterfeit Items"
14	Comprehensive Introduction of Support from Japan through Case Studies (5) Anti-Counterfeit Measures ("Watching") Discussion Included

15	Evaluation Session
	Closing Ceremony