

**General Information
for non-IP Office personnel
on the**

**JPO/IPR Training
Program for FY 2024**

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/training/index.html>

II. Contents

(i) TRAINING PROGRAM

(ii) REQUIREMENTS AND PROCEDURES FOR TRAINING COURSES HELD IN A HYBRID FORMAT

1. ATTENDANCE REQUIREMENTS
2. APPLICATION PROCEDURES
3. TRAINING LOCATION AND ACCOMMODATION
4. TRAINING EXPENSES
5. TERMS AND CONDITIONS OF PARTICIPATION
6. LEARNING TOOLS/REGULATIONS DURING THE TRAINING PERIOD
7. CANCELLATION PROCEDURE

(iii) REQUIREMENTS AND PROCEDURES FOR TRAINING COURSES HELD IN PERSON

1. ATTENDANCE REQUIREMENTS
2. APPLICATION PROCEDURES
3. TRAINING LOCATION AND ACCOMMODATION
4. TRAINING EXPENSES
5. TERMS AND CONDITIONS OF PARTICIPATION
6. LEARNING TOOLS/REGULATIONS DURING THE TRAINING PERIOD
7. CANCELLATION PROCEDURE

(iv) APPENDIX

(v) ANNEX

(i) TRAINING PROGRAM

The target course(s) and deadline(s) for application are described 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

Outline/Duration of Training Course(s)

	Title	Type	Period (Lecture time)*	Application Deadline
1	JPO/IPR Training Course for Practitioners Specializing in Trademarks	Hybrid	<Online> July 29 – August 8, 2024 (18 hours) <In-person> August 22 – 29, 2024 (36 hours)	24 May 2024
2	JPO/IPR Training Course for IP Trainers	Hybrid	<Online> August 27 – September 6, 2024 (18 hours) <In-person> September 24 – October 2, 2024 (42 hours)	10 June 2024
3	JPO/IPR Training Course for Practitioners Specializing in Patents	Hybrid	<Online> September 18 – October 15, 2024 (36 hours) <In-person> October 30 – November 7, 2024 (36 hours)	8 July 2024
4	JPO/IPR Training Course on Support for Small and Medium Enterprises	In- person	October 11 – 18, 2024 (30 hours)	22 July 2024
5	JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	In- person	November 20 – 29, 2024 (48 hours)	26 August 2024

*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 A HYBRID FORMAT

The following information is applicable for the training course(s) held in hybrid format. Please see section (iii) when applying for training courses held in-person.

The hybrid-type training courses consist of an online training period, as well as an in-person training period wherein we will invite participants to Japan.

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 their desired training course. For more details on candidate requirements for each training course, please refer to the ANNEX.

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 participants in countries where it is difficult to attend live interactive lectures (due to the time difference, for example), they will be required to view a video stream of that lecture, or another designated lecture, on a different day.

(2) Certificate of Completion

- The participants of the training course will be presented with a certificate on the last day 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 DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Compiling applications

Application documents should be submitted to the IP Office of your country. Responsible officials at IP Office should compile the application documents, and check that everything has been included, with no omissions.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2024 (Parts 1 to 6)
- (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. TRAINING LOCATION AND ACCOMMODATION (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 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 the TKC is designated.

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

4. TRAINING EXPENSES:

<Online training period>

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

<In-person training period>

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).

5. 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 IP 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.

6. LEARNING TOOLS/REGULATIONS DURING THE TRAINING PERIOD:

Participants will be required to bring or prepare the following tools for the course:

- A PC or tablet computer is necessary for this course. Please see the table below for further details.
- Additional connecting devices (earphones, or a headset with microphone) for the online period

- (1) Participants shall submit and receive the training materials for each session, and also complete evaluation questionnaires, using our Learning Management System known as KnowledgeC@fe. The organizers will provide materials in formats including PDF, Microsoft Word, Excel and PowerPoint.
- (2) For some courses, participants will engage in search exercise sessions using their own devices.

(3) For live interactive lectures during the online period, participants shall participate via Microsoft Teams.

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	Apple iOS 15 or later	Safari	
Computer	Google Android 10 or later	Google Chrome	

For live interactive lectures: Teams

Devices	Possible Operating Systems	Possible 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://learn.microsoft.com/en-us/microsoftteams/get-clients?tabs=Windows
	One of the three most recent versions of macOS.	Safari 14+ Google Chrome, the latest version plus two previous versions	https://learn.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app
Tablet Computer	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

* When the participants join live interactive lectures from their home countries using Teams during the online period, they are asked to please prepare as stable an Internet communication environment as possible before participating.

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 IP Office in his/her country, as well as the AOTS, regarding the reason for the cancellation.

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

The following information is applicable for the training course(s) held in-person. Please see section (ii) when applying for training courses held in a hybrid format.

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 DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Compiling applications

Application documents should be submitted to the IP Office of your country. Responsible officials at IP Office should compile the application documents, and check that everything has been included, with no omissions.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2024 (Parts 1 to 6)
- (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. 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.

4. 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).

5. 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 IP 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.

6. 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.

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 IP Office in his/her country, as well as the AOTS, regarding the reason for the cancellation.

(iv) APPENDIX

Attachment: JPO/IPR Training Application Form FY2024

(v) ANNEX

Details are provided for the following program(s):

Annex 1: JPO/IPR Training Course for Practitioners Specializing in Trademarks

Annex 2: JPO/IPR Training Course for IP Trainers

Annex 3: JPO/IPR Training Course for Practitioners Specializing in Patents

Annex 4: JPO/IPR Training Course on Support for Small and Medium Enterprises

Annex 5: JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer

Annex 1

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

1. Duration:

<Online> July 29 – August 8, 2024

<In-person> August 22 – 29, 2024

[Lecture time: <Online> 18 hours, <In-person> 36 hours]

[Application Deadline:]

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 Course Requirement(s):

Candidates must 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
- (2) Employees engaged in trademark practices in the private sector

3-2. General Requirements:

Applicants must meet all of the following requirements:

- (1) be nominated by the IP Office in their countries
- (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) 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 (Negotiable. Please refer to the following note which is indicated by *.)

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 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 for Practitioners Specializing in Trademarks
[Hybrid]

Session No.	Subject
<Online>	
1	APIC Orientation
2	Pre-training Report Presentation of Issues in the Summary Discussion
3	Trademark Examination Standards (Including Non-traditional Trademarks)
4	Application Practices of the Madrid Protocol
5	Trademark Information Search Practices (Databases for Japanese Classifications and Searches) (Including Exercises)
6	How to use WIPO's online tools (Trademarks)
7	Trademark Application Practices (Including Exercises)
<In-person>	
8	Welcome Addresses
9	Visit to the JPO
10	APIC Orientation
11	Demonstration of Trademark Examination
12	Necessity of IP for companies Free and Group Discussions Among Trainees (Including Q&A on the Assignment)
13	Fieldwork on the Use of Trademarks
14	Operation and Comparing Trademark Systems in Various Countries (1) Group Discussion Comparing Trademark Systems of Various Countries (Including Unfair Competition Prevention Act Cases)
15	Trademark Strategies of Companies
16	Operation and Comparison of Trademark Systems in Various Countries (2) Group Discussion (Border Measures Against Counterfeit Products)

17	Operation and Comparison of Trademark Systems in Various Countries (3) Group Discussion / Judging Trademark Similarity (Including Q&A on Trademark Examination Guidelines)
18	Case Study Trademark Trial System
19	Mock Trial Trademark Infringement Cases (Including Mock Trademark Infringement Trials)
20	Overall Discussion (Presentation of Issues)
21	Evaluation Session
	Closing Ceremony

Annex 2

JPO/IPR Training Course for IP Trainers [Hybrid]

1. Duration:

<Online> August 27 – September 6, 2024

<In-person> September 24 – October 2, 2024

[Lecture time: <Online> 18 hours, <In-person> 42 hours]

[Application Deadline:]

2. Objective:

To deepen participants' understanding of required knowledge (e.g. legal systems and international treaties) and educational methods (e.g. textbooks and implementation plans) for the purpose of disseminating and raising awareness of IP rights, particularly among young people; as well as to train suitable educators and instructors by conducting presentations and exchanging opinions on activities to disseminate IP rights

3-1. Specific Course Requirement(s):

Candidates must be lecturers/employees at universities or research institutions who are involved in education related to the intellectual property system.

3-2. General Requirements:

Applicants must meet all of the following requirements:

- (1) be nominated by the IP 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) 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 (Negotiable. Please refer to the following note which is indicated by *.)

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 FY2023, and 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 for IP Trainers [Hybrid]

Session No.	Subject
<Online>	
1	APIC Orientation
2	Intellectual Property Education (1) Basic Approach to IP Education for Youth
3	Intellectual Property Education (2) JPO Initiatives for Universities / Young Adults (IP Utilization / Promotion of Inventions)
4	Anti-Counterfeiting Measures Education (1) Anti-Counterfeiting Projects and Case Studies from the JPO
5	Preparation of instructional plans and supplementary materials utilizing WIPO materials, etc. (1) Group Discussion Based on Assigned Topics
6	Intellectual Property Education (3) Intellectual Property Education for Universities (Intellectual Property and Business)
7	Creativity Education (1) How to Develop Creativity Development
8	Preparation of instructional plans and supplementary materials utilizing WIPO materials, etc. (2) / Group Work 1 (divided into four groups)
<In-person>	
9	Welcome Addresses
10	Visit to the JPO
11	APIC Orientation
12	Intellectual Property Education (4) Intellectual Property Education, Development of Education Materials and Teaching Methods in High School
13	Country Report Presentations on IP Education
14	Creativity Education (2) Active Learning
15	Creativity Education (3) Active Learning (Practice)
16	Intellectual Property Education (5) (Education Case Studies) Intellectual Property Education in High School

17	Preparation of instructional plans and supplementary materials utilizing WIPO materials, etc. (3) / Group Work 2
18	Preparation of instructional plans and supplementary materials utilizing WIPO materials, etc. (4) / Group Work 3 (Presentation by Toyo University Keihoku Junior and Senior High School) Toyo University Keihoku Junior and Senior High School
19	Preparation of instructional plans and supplementary materials utilizing WIPO materials, etc. (5) Presentation
20	Evaluation Session
	Closing Ceremony

Annex 3

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

1. Duration:

<Online> September 18 – October 15, 2024

<In-person> October 30 – November 7, 2024

[Lecture time: <Online> 36 hours, <In-person> 36 hours]

[Application Deadline:]

2. Objectives:

To enhance one's knowledge on intellectual property in general, as well as to deepen one's understanding and enhance one's professional capabilities in terms of patent practices such as the following: acquiring knowledge on the outline of the patent system, preparing specifications and drawings, handling office actions, making amendments, judging patentability, considering patents for innovative technology, using patent information, and handling operations involving licensing

3-1. Specific Course Requirement(s):

Candidates must be professionals working in one of the following positions:

Patent attorneys, IP lawyers, or patent practitioners in the private sector who have experience drafting patent specifications

3-2. General Requirements:

Applicants must meet all of the following requirements:

- (1) be nominated by the IP 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) 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 (Negotiable. Please refer to the following note which is indicated by *.)

4. Language:

Lectures, visits and discussions will be carried out in English, or in Japanese with English interpretation. Course documents and training materials will be prepared in English.

5. 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 for Practitioners
Specializing in Patents [Hybrid]

Session No.	Subject
<Online>	
1	APIC Orientation
2	Guidance by Mentor (I) Current Global Status of IPR
3	Introduction to the Japanese Intellectual Property Law System
4	Japanese Patentability Requirements (I) Novelty, Inventive Step (Case Study)
5	Patent Examination Practice in Japan (Case Study)
6	Japanese Patentability Requirements (II) Description Requirements of Patent Specification, Amendment (Case Study)
7	Practical Office Action Response
8	IP Strategy in Companies
9	Assessment of IP Asset Values
10	Patent Management in Companies
11	Use of IP by SMEs
12	Patent License Session
13	Guidance by Mentor (II) Achievement Test / Posting of Assignment (Discussion included)
<In-person>	
14	Welcome Addresses
15	Visit to the JPO
16	APIC Orientation
17	Patent Information Analysis (Utilization of GXTI)
18	Guidance by Mentor (III) Group discussion on Achievement Tests included

19	Mock License Negotiation
20	Company tour (Case Study) IP Strategy in Companies
21	Patent Information Search (Basics: IP Search Methodology)
22	Contract Drafting Practice
23	Claim Drafting Practice
24	Patent Information Searches (Exercises)
25	Mock Trial of Patent Infringement
26	Guidance by Mentor (IV) Overall Discussion
27	Evaluation Session
	Closing Ceremony

Annex 4

JPO/IPR Training Course on Support for Small and Medium Enterprises [In-person]

1. Duration:

October 11 – 18, 2024

[Lecture time: 30 hours]

[Application Deadline:]

2. Objective:

To gain knowledge of efficient and effective methods and measures undertaken by governments to promote public awareness of IP rights through presentations and opinion exchanges regarding the IP support activities in Japan for Support for Small and Medium Enterprises (SMEs)

3-1. Specific Course Requirement(s):

Candidates must be professionals working in one of the following positions:

- (1) Officials at IP Offices involved in activities for supporting SMEs with IPR
- (2) Professionals in IP promotional organizations engaged in activities to support SMEs with IPR

3-2. General Requirements:

Applicants must meet all of the following requirements:

- (1) be nominated by the IP 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) 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 (Negotiable. Please refer to the following note which is indicated by *.)

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 following subjects are planned in this course program:

SMEs in Participants' Countries (Country Report Presentations)

Approaches to SME Support by JPO and INPIT

Case Study of IP Utilization in SMEs

IP Information Management and Utilization for SMEs

IP Experts' Roles in SME Support

Study Visit to Private Company

Annex 5

JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer [In-person]

1. Duration:

November 20 – 29, 2024

[Lecture time: 48 hours]

[Application Deadline:]

2. Objective:

To deepen one's knowledge about intellectual property in general, as well as to learn efficient and effective methods for managing IP at universities and other institutions, through lectures and discussions on topics including intellectual property management, university-industry-government collaboration, and ways for universities and research institutes to transfer technology to the private sector

3-1. Specific Course Requirement(s):

Candidates must be professionals working in one of the following positions:

- (1) Employees at universities or research institutions involved in intellectual property management/ utilization, such as the promotion of university-industry-government collaboration and technology transfer
- (2) Persons at ministries/government offices in charge of developing technology, and other related organizations who are engaged in advising and supporting IP management/utilization, such as promoting university-industry-government collaborations and technology transfer
- (3) Employees of companies who are in charge of intellectual property
- (4) Officials of IP Offices engaged in work regarding IP management/utilization, such as promotion of industry-academia collaboration, or technology transfer at universities and research institutes

3-2. General Requirements:

Applicants must meet all of the following requirements:

- (1) be nominated by the IP 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 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) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR preferred
- (9) be under 50 years of age (Negotiable. Please refer to the following note which is indicated by *.)

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 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 Academia-Industry Collaboration and Technology Transfer [In-person]

Session No.	Subject
1	Welcome Addresses
2	Visit to the JPO
3	APIC Orientation
4	The meaning and importance of Industry-Academia Collaboration
5	IP Management (1) Searching and Improving Inventions / Becoming a Good Judge of Inventions (Exercise)
6	IP Management (2) Formulation of IP Policy and Establishment of System
7	Industry-Academia Collaboration (1) Intellectual Property Management at Universities
8	Industry-Academia Collaboration (2) Strategic Use of Joint Research with Universities in Corporations
9	Technology Transfer (1) Evaluating Intellectual Property Asset Value (Including Exercises)
10	Technology Transfer (2) Starting Venture Businesses in Universities / Utilization of IP
11	Technology Transfer (3) / Role of Todai TLO (CASTI) In-house Entrepreneurship Training Curriculum at the University of Tokyo Extension
12	Assignment Work

13	Industry-Academia Collaboration (3) / Facility Visit (Case Studies) Industry-Academia Collaboration Initiatives at Universities
14	Technology Transfer (4) Joint Research/Development and Licensing (Including Exercises)
15	Overview Discussion
16	Evaluation Session
	Closing Ceremony