



ที่ ศธ ๐๔๒๘๘/ ๖๕๓๐

ถึง สำนักงานเขตพื้นที่การศึกษาประถมศึกษา/มัธยมศึกษา

ด้วย กรมทรัพย์สินทางปัญญาได้รับการประสานจากสำนักงานสิทธิบัตรญี่ปุ่น (JPO) และ The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) แจ้งกำหนดการจัดฝึกอบรมด้านทรัพย์สินทางปัญญาของ JPO ประจำปี ๒๕๖๕ (JPO/IPR Training Courses ๒๐๒๒) สำหรับผู้ประกอบการวิชาชีพด้านทรัพย์สินทางปัญญา สถาบันการศึกษา สถาบันวิจัย และบริษัทเอกชน และขอความร่วมมือประชาสัมพันธ์เชิญชวนผู้สนใจสมัครเข้าร่วมการฝึกอบรมหลักสูตร ดังต่อไปนี้

(๑) หลักสูตรแบบผสม (hybrid) “JPO/IPR Training course for practitioners specializing in patents” อบรมออนไลน์ ระหว่างวันที่ ๑๙ ตุลาคม – ๑๖ พฤศจิกายน ๒๕๖๕ และอบรม ณ กรุงโตเกียว ประเทศญี่ปุ่น ระหว่างวันที่ ๒๔ – ๓๐ พฤศจิกายน ๒๕๖๕ (หมดเขตรับสมัครวันที่ ๒๖ กรกฎาคม ๒๕๖๕)

(๒) หลักสูตร “JPO/IPR Training course for IP trainers” ระหว่างวันที่ ๙ – ๒๒ พฤศจิกายน ๒๕๖๕ ณ กรุงโตเกียว ประเทศญี่ปุ่น (หมดเขตรับสมัครวันที่ ๘ สิงหาคม ๒๕๖๕)

สำนักงานคณะกรรมการการศึกษาขั้นพื้นฐาน จึงขอความอนุเคราะห์ให้สำนักงานเขตพื้นที่การศึกษาประชาสัมพันธ์ให้ข้าราชการในสังกัดทราบ ทั้งนี้ สามารถสอบถามข้อมูลเพิ่มเติมได้ที่กรมทรัพย์สินทางปัญญา โทร. ๐๒ ๕๔๗ ๔๖๕๒

สำนักงานคณะกรรมการการศึกษาขั้นพื้นฐาน

๑๓ มิถุนายน ๒๕๖๕



ศูนย์บริหารงานการพัฒนาศักยภาพบุคคลเพื่อความเป็นเลิศ
โทร. ๐ ๒๒๘๘ ๕๖๓๕

คำแนะนำการสมัคร JPO/IPR Training Program FY2022
สำหรับบุคคลภายนอก

๑. ใบสมัคร

๑.๑ ผู้สมัครต้องศึกษาเงื่อนไขการเข้าร่วมการฝึกอบรมแต่ละประเภท และต้องเป็นผู้มีคุณสมบัติทั่วไปและคุณสมบัติเฉพาะสำหรับหลักสูตรนั้น

๑.๒ ผู้สนใจสามารถดาวน์โหลดใบสมัครได้ผ่าน QR Code



๒. เอกสารประกอบการสมัคร

๒.๑ ใบสมัคร (JPO IPR Training Application Form) ประกอบด้วย ๖ ส่วน (Part)*

๒.๒ รูปถ่าย (เฉพาะใบหน้า)

๒.๓ สำเนาหนังสือเดินทาง (Passport) หน้าแรก ๑ ชุด

(หากไม่มี สามารถใช้สำเนาบัตรประชาชนหรือสำเนาใบขับขี่แทนได้)

๒.๔ โป้ซัวร์ของหน่วยงานของผู้สมัคร

*หมายเหตุ (๑) ผู้สมัครเข้าร่วมการอบรมหลักสูตรออนไลน์ กรอกใบสมัครเฉพาะ Part 1-3 และ 6

(๒) ผู้สมัครเข้าร่วมการอบรมหลักสูตรแบบผสมและแบบพบหน้า กรอกใบสมัคร Part 1-6

๓. การกรอกใบสมัคร สามารถพิมพ์หรือเขียนก็ได้

๔. การส่งใบสมัคร

๔.๑ ยื่นใบสมัครด้วยตนเอง ณ กองพัฒนาความร่วมมือทรัพย์สินทางปัญญา (ชั้น ๕)

(เวลา ๘.๓๐ - ๑๖.๓๐ น.)

๔.๒ ส่งใบสมัครทางไปรษณีย์

กองพัฒนาความร่วมมือทรัพย์สินทางปัญญา (ทุน JPO/IPR 2022)

กระทรวงพาณิชย์

๕๖๓ ถ.นนทบุรี

อ.เมืองนนทบุรี จ.นนทบุรี ๑๑๐๐๐

๔.๓ ส่งใบสมัครผ่านทางไปรษณีย์อิเล็กทรอนิกส์ ippromotion.dip@gmail.com

๕. ระยะเวลาในการส่งใบสมัคร

หลักสูตร

ประเภท

กำหนดการ

วันสิ้นสุด
การส่งใบสมัคร**

JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	online	๓ -๓๐ ส.ค.๒๕๖๕	๒๔ พ.ค.๒๕๖๕
JPO/IPR Training Course for Practitioners Specializing in Trademarks	hybrid	ออนไลน์ ๘ -๒๖ ก.ย.๒๕๖๕ พบหน้า ๔ - ๑๒ ต.ค.๒๕๖๕	๗ มิ.ย.๒๕๖๕
JPO/IPR Training Course for Practitioners Specializing in Patents	hybrid	ออนไลน์ ๑๙ ต.ค. - ๑๖ พ.ย. ๒๕๖๕ พบหน้า ๒๔ -๓๐ พ.ย. ๒๕๖๕	๒๖ ก.ค.๒๕๖๕
JPO/ IPR Training Course for IP Trainers	In-person	๙- ๒๒ พ.ย.๒๕๖๕	๘ ส.ค.๒๕๖๕

****หมายเหตุ** กำหนดเวลาส่งใบสมัครใน General Information เป็นระยะเวลาที่ AOTS กำหนด สำหรับกรมทรัพย์สินทางปัญญา กรมฯ จึงกำหนดระยะเวลาการส่งใบสมัครวันสุดท้ายก่อนวันที่ AOTS กำหนดไว้ ๓ วันทำการ เพื่อรวบรวมและดำเนินการที่จำเป็นก่อนส่งใบสมัครให้ AOTS ดังนี้

- (๑) หากมายื่นใบสมัครด้วยตนเอง กำหนดส่งใบสมัครภายในเวลาทำการ เวลา ๘.๓๐ - ๑๖.๓๐ น.
- (๒) กรณีส่งทางไปรษณีย์หรือไปรษณีย์อิเล็กทรอนิกส์ ยึดถือวันที่กรมฯ ได้รับใบสมัคร

หากต้องการสอบถามข้อมูลเพิ่มเติม โปรดติดต่อกองพัฒนาความร่วมมือทรัพย์สินทางปัญญา กรมทรัพย์สินทางปัญญา (นายบุลวัชร อ่องสมหวัง นักวิชาการพาณิชย์) โทรศัพท์ ๐๒ ๕๔๗ ๔๖๕๓ ไปรษณีย์อิเล็กทรอนิกส์ ippromotion.dip@gmail.com

กรมทรัพย์สินทางปัญญา
พฤษภาคม ๒๕๖๕

General Information
for non-IP Office personnel on

The JPO/IPR Training Program
FY 2022

(for Kingdom of Thailand)

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>).

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3. TRAINING LOCATION AND ACCOMMODATION
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(i) TRAINING PROGRAM

The target courses and deadlines for application are described below.

<Must-read>

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.

<Outline and Duration of Courses>

	Course Title	Type of Training Course	Term of Course (Total lecture time)	Deadline for Application
1	JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer	Online	August 3 - 30, 2022 (42 hours)	May 27, 2022
2	JPO/IPR Training Course for Practitioners Specializing in Trademarks	Hybrid	<Online> September 8 - 26, 2022 <In-person> October 4 - 12, 2022 (54hours)	June 10, 2022
3	JPO/IPR Training Course for Practitioners Specializing in Patents	Hybrid	<Online> October 19 - November 16, 2022 <In-person> November 24 - 30, 2022 (75 hours)	July 29, 2022
4	JPO/IPR Training Course for IP Trainers	In-person	November 8 - 22, 2022 (66 hours)	August 12, 2022

* The starting date of the course is not expected to change, but the course may possibly be shortened or lengthened as necessary. Please understand that some changes to course content without advance notice may be necessary.

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

<Must-read>

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

1. TRAINING COURSE ATTENDANCE REQUIREMENT:

(1) Attendance

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the **ANNEX** for each training course.

(2) Certificate of Completion

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

(1) Gathering applications

Application documents should be submitted to the IP Office of their country. The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2022 (Parts 1 to 3 and 6)
- (ii) A photograph of applicant (face only)
- (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's license with name and address written in Romanized alphabet)
- (iv) A copy of a brochure of applicant's company/organization

3. TRAINING 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.

4. 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.

5. CANCELLATION PROCEDURE:

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

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

<Must-read>

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

Please be aware that some courses cannot be held *in person* due to the present circumstances. In this case, we ask that you register for *online* coursework (see section (ii) for further information). However, in case you have already submitted application documents for the *in-person-type* training course, you do not need to resubmit application documents.

Border restrictions when entering Japan have been strengthened in response to the ongoing COVID-19 situation. Therefore, you may be required to undergo necessary procedures to enter the country for which you may also be financially responsible, such as vaccination and submission of antigen/PCR test certificates. In addition, if you become infected with COVID-19 while in Japan, you may be subject to restrictions on your activities, and you may be liable for expenses that are not covered by the overseas travel insurance arranged by the JPO. Please understand these circumstances before applying for the JPO/IPR Training Program. The latest information on the training program and travel to Japan will be provided to participants as necessary.

1. TRAINING COURSE ATTENDANCE REQUIREMENT:

(1) Attendance

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the ANNEX for each training course.

(2) Certificate of Completion

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
 - Attend all the scheduled activities of the course.
 - Submit all documents which are required for the course.

However, if you do not meet the requirements, we may consult with you individually depending on the situation.

2. APPLICATION DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Gathering applications

Application documents should be submitted to the IP Office of their country. The persons in charge in the IP Office gather application documents and check that all documents are included and that there is no omission.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2022 (Parts 1 to 6)
- (ii) A photograph of applicant (face only)
- (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's license with name and address written in Romanized alphabet)
- (iv) A copy of a brochure of applicant's company/organization

3. TRAINING LOCATION AND ACCOMMODATION:

(1) Main Training Location:

Asia-Pacific Industrial Property Center (APIC)
Japan Institute for Promoting Invention and Innovation (JIPII)
4-2, Kasumigaseki 3-chome, Chiyoda-ku, Tokyo 100-0013, Japan
Tel: 81-3-3503-3026, Fax: 81-3-3503-3239

* There are some cases in which training location other than the APIC are designated.

(2) Accommodation:

Tokyo Kenshu Center (TKC)*
The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763 (Reception)
URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center/>

* There are some cases in which accommodations other than the TKC are designated.

* The travel between accommodations and training location, as well as other sites to be visited, is basically by public transportation and on foot.

4. TRAINING EXPENSES:

There is no charge for the lecture. The following training expenses for each participant will be covered by the JPO.

(1) International Air Fare (in kind)

The JPO will arrange and purchase the most efficient and economical route for round-trip economy class air tickets to Japan from an international airport in the participant's home country that has been specified by the JPO.

(2) Domestic Transportation Fees

The JPO will provide each participant the fare of domestic transportation between Narita/Haneda airport and the train station nearest the designated accommodations.

(3) Daily Subsistence Allowance (DSA)

The JPO will finance each participant a Daily Subsistence Allowance (DSA), which shall cover accommodations, breakfasts, lunches, dinners and commuting expenses during your stay in Tokyo.

(4) Medical Insurance

Overseas Travel Insurance (for accidents and illness) is provided by the JPO. The period of insurance is

from the completion of entry screening procedures until the completion of exit procedures at the airport in Japan.

*The JPO is not responsible for any expenses which occur in a participant’s home country (e.g. expenses for obtaining a visa, transportation fee from and to the airport).

5. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the “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.

6. CANCELLATION PROCEDURE:

If for any reason a participant is unable to attend the training course, he/she must inform the person in charge of the IP Office in his/her country and the AOTS immediately with reasons of the cancellation.

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

<Must-read>

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

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

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

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

Border restrictions when entering Japan have been strengthened in response to the ongoing COVID-19 situation. Therefore, you may be required to undergo necessary procedures to enter the country for which you may also be financially responsible, such as vaccination and submission of antigen/PCR test certificates. In addition, if you become infected with COVID-19 while in Japan, you may be subject to restrictions on your activities, and you may be liable for expenses that are not covered by the overseas travel insurance arranged by the JPO. Please understand these circumstances before applying for the JPO/IPR Training Program. The latest information on the training program and travel to Japan will be provided to participants as necessary.

1. TRAINING COURSE ATTENDANCE REQUIREMENT:

(1) Attendance

The candidates should be selected on the presupposition that they will be able to attend all scheduled activities of the training course that they would like to attend. For more details on the requirements of candidates, please refer to the **ANNEX** for each training course.

(2) Certificate of Completion

- The participants of the training course will be presented with a certificate on the last day of the course which will certify that they have obtained sufficient results from the training course.
- However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:
 - Attend all the scheduled activities of the course.
 - Submit all documents which are required for the course.

However, if you do not meet the requirements, we may consult with you individually depending on the situation.

2. APPLICATION DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

(1) Gathering applications

Application documents should be submitted to the IP Office of their country. The persons in charge

in the IP Office gather application documents and check that all documents are included and that there is no omission.

(2) Application documents to be submitted by applicants

- (i) JPO/IPR Training Application Form FY2022 (Parts 1 to 6)
- (ii) A photograph of applicant (face only)
- (iii) A copy of applicant's passport (if not available, a copy of an official photo ID card or driver's license with name and address written in Romanized alphabet)
- (iv) A copy of a brochure of applicant's company/organization

3. TRAINING LOCATION AND ACCOMMODATION (for in-person training period):

(1) Main Training Location:

Asia-Pacific Industrial Property Center (APIC)
Japan Institute for Promoting Invention and Innovation (JIPII)
4-2, Kasumigaseki 3-chome, Chiyoda-ku, Tokyo 100-0013, Japan
Tel: 81-3-3503-3026, Fax: 81-3-3503-3239

* There are some cases in which training location other than the APIC are designated.

(2) Accommodation:

Tokyo Kenshu Center (TKC)*
The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763 (Reception)
URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center/>

* There are some cases in which accommodations other than the TKC are designated.

* The travel between accommodations and training location, as well as other sites to be visited, is basically by public transportation and on foot.

4. TRAINING EXPENSES:

<Online training period>

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

<In-person training period>

There is no charge for the lecture. The following training expenses for each participant will be covered by the JPO.

(1) International Air Fare (in kind)

The JPO will arrange and purchase the most efficient and economical route for round-trip economy class air tickets to Japan from an international airport in the participant's home country that has been specified by the JPO.

(2) Domestic Transportation Fees

The JPO will provide each participant the fare of domestic transportation between Narita/Haneda airport and the train station nearest the designated accommodations.

(3) Daily Subsistence Allowance (DSA)

The JPO will finance each participant a Daily Subsistence Allowance (DSA), which shall cover accommodations, breakfasts, lunches, dinners and commuting expenses during your stay in Tokyo.

(4) Medical Insurance

Overseas Travel Insurance (for accidents and illness) is provided by the JPO. The period of insurance is from the completion of entry screening procedures until the completion of exit procedures at the airport in Japan.

*The JPO is not responsible for any expenses which occur in a participant's home country (e.g. expenses for obtaining a visa, transportation fee from and to the airport).

5. TERMS AND CONDITIONS OF PARTICIPATION:

Participants will be requested to confirm their agreement with the "TERMS AND CONDITIONS FOR PARTICIPATION IN THE JPO/IPR TRAINING PROGRAM," which includes the following conditions:

<Requirements for online training period>

- (1) Participants are required to attend all online lectures during the course period, particularly the live interactive lectures. In certain lectures where live participation is possible, a discussion element may also be incorporated. For those in countries where there are difficulties taking live interactive lectures, you will be required to view a video stream of that lecture, or another designated lecture, on a different day.
- (2) The following items will be necessary in order to take the online courses:
 - A device for connecting to the internet, such as a PC, tablet, or smartphone
 - Additional connecting devices (earphones or a headset with microphone)
- (3) System requirements:

i. For the Learning Management System: Manabeat

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10 / 11	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	https://www.manabeat.com/system/index.html
	Apple Mac OS X	Safari	
Mobile	Apple iOS 8 / 9 / 10 / 11 / 12 / 13 / 14	Safari	
	Google Android 5 / 6 / 7 / 8 / 9 / 10	Google Chrome	

ii. For live interactive lectures: Teams

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10 / 11	Microsoft Edge (Chromium-based), the latest version plus two previous versions Google Chrome, the latest version plus two previous versions	https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app#hardware-requirements-for-teams-on-mobile-devices
	One of the three most recent versions of macOS.	Safari 14+ Google Chrome, the latest version plus two previous versions	
Mobile	The two most recent major versions of iOS	(Download and install the application from the URL on the right.)	https://apps.apple.com/app/microsoft-teams/id1113153706

	The last four major versions of Android	(Download and install the application from the URL on the right.)	https://play.google.com/store/apps/details?id=com.microsoft.teams&hl
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IP rights and privacy

- (1) The streamed lectures may not be downloaded or recorded in any way, and they may also not be used for any other purpose than participation in the course.
- (2) Data distributed to participants through the lectures may be used only for designated and approved purposes.
- (3) The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.

<Requirements for in-person training period>

- (1) Participants shall obtain a “Training Visa” by submitting the invitation documents supplied by AOTS to the Japanese Embassy or Consulate in their home countries. Participants will lose their qualification to participate in the training course if they enter Japan with the wrong kind of visa.
- (2) Air tickets to and from Japan will be provided by AOTS in kind. All participants are asked to ensure that they make all necessary arrangements required in their country before their journey to Japan. AOTS will arrange flights for arrival in Japan the day before the commencement of the training course, and departure the day after the final day of the training course. No changes in the route, class or flight date are allowed.
- (3) Participants may not change their flight schedule for any reason.
- (4) Participants must stay at the designated accommodations during the training course.
- (5) Family members may not accompany participants to Japan.
- (6) Participants may not participate in any other activities after departing or prior to returning to their home country.

Requirements for using the Learning Management System: Manabeat

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

For the Learning Management System: Manabeat

Devices	Operating Systems	Browsers	Details
PC	Microsoft Windows 8.1 / 10 / 11	Microsoft Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox	https://www.manabeat.com/system/index.html
	Apple Mac OS X	Safari	
Mobile	Apple iOS 8 / 9 / 10 / 11 / 12 / 13 / 14	Safari	
	Google Android 5 / 6 / 7 / 8 / 9 / 10	Google Chrome	

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

(v) APPENDIX

The following document is attached to this General Information (GI).

Attachment: JPO/IPR Training Application Form FY2022

(vi) ANNEX

Details of the following programs are provided.

Annex 1: JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer

Annex 2: JPO/IPR Training Course for Practitioners Specializing in Trademarks

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

Annex 4: JPO/IPR Training Course for IP Trainers

Annex 1

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

1. Duration:

August 3 – 30, 2022

[Total lecture time: 42 hours]

[Application Deadline: **May 27, 2022**]

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, by hearing lectures and holding discussions on managing intellectual property, university-industry-government collaboration, and ways for universities and research institutes to transfer technology to the private sector.

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

Candidates have to 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; OR
- 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 transfers; OR
- 3) Employees of companies who are in charge of intellectual property; OR
- 4) Officials of IP Offices engaged in work regarding IP management/utilization such as promotion of industry-academia collaboration and technology transfer at universities and research institutes.

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

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) have adequate English language ability to attend lectures and discussions, as well as make reports.
* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the

field of IPR, in principle.
 (9) be under 50 years of age

4. Language:

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

5. 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 Online Training Course on Academia-Industry Collaboration and Technology Transfer

Session No.	Subject	Broadcast Method [Viewing time]
1	APIC Orientation (Points to be noted prior to taking online training)	Video [30 mins.]
2	Welcome address from the JPO	Video [10 mins.]
3	Live Session: 14:00-17:00 (JST) The meaning and importance of Industry-Academia Collaboration	Live/Video of Live stream [3 hours]
4-1	Live Session: 14:00-17:00 (JST) Country Report Presentations	Live/Video of Live stream [3 hours]
4-2	Country Report Presentations (Presentation on Video)	Video [5 hours]
5	Live Session: 14:00-17:00 (JST) IP Management (1) Searching and Improving Inventions / Becoming a Good Judge of Inventions (Exercise)	Live/Video of Live stream [3 hours]
6	Live Session: 14:00-17:00 (JST) IP Management (2) Formulation of IP Policy and Establishment of System	Live/Video of Live stream [3 hours]
7	Live Session: 14:00-17:00 (JST) IP Management (3) Prior Art Research for Selecting Research Themes	Live/Video of Live stream [3 hours]
8	Live Session: 14:00-17:00 (JST) Industry-Academia Collaboration (1) Intellectual Property Management at the Universities	Live/Video of Live stream [3 hours]

9	Live Session: 15:30-17:00 (JST) Industry-Academia Collaboration (2) Strategic Use of Joint Research with Universities in Corporations	Live/Video of Live stream [1.5 hours]
10	Live Session: 14:00-17:00 (JST) Technology Transfer (1) Starting Venture Businesses in Universities / Utilization of IP	Live/Video of Live stream [3 hours]
11	Industry-Academia Collaboration (3) Industry-Academia-Government Collaboration in Public Research Institutes	Video [3 hours]
12	Live Session: 14:00-15:00 (JST) Technology Transfer (2) Role of Todai TLO (CASTI)	Live/Video of Live stream [1 hours]
13	Live Session: 14:00-17:00 (JST) Technology Transfer (3) Assessment of IP Asset Values	Live/Video of Live stream [3 hours]
14-1	Live Session: 14:00-17:00 (JST) Technology Transfer (4) Joint Research/Development and Licensing (lecture)	Live/Video of Live stream [3 hours]
14-2	Live Session: 14:00-17:00 (JST) Technology Transfer (5) Joint Research/Development and Licensing (Exercise)	Live/Video of Live stream [3 hours]
15	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	
16	Closing Ceremony (Greetings/Reading out the names of persons completing the course)	Video

Annex 2

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

1. Duration:

<Online training period> September 8 - 26, 2022

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

[Total lecture time: 54 hours]

[Application Deadline: June 10, 2022]

2. Objective:

To deepen one's knowledge on intellectual property in general, as well as to deepen one's understanding of and enhance one's professional capabilities on trademark practices, by hearing lectures and holding discussions on the trademark system, trademark examination standards of the Madrid System, and the use of trademark information.

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

Candidates have to be professionals working in one of the following positions:

- 1) Patent/trademark attorneys and IP lawyers in the private sector who are involved in trademark practices; OR
- 2) Employees engaged in trademark practices in the private sector.

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

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) have adequate English language ability to attend lectures and discussions, as well as make reports.
* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (9) be under 50 years of age.

4. Language:

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

5. Training Schedule: TBD

The course schedule below was completed in FY2021 which was held as an online course. It is provided for your reference only. Please note that the FY2022 schedule will be different, and the subject contents may be somewhat different from FY2021 as well.

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

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

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

Annex 3

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

1. Duration:

<Online> October 19 – November 16, 2022

<In-person> November 24 - 30, 2022

[Total lecture time: 75 hours]

[Application Deadline: **July 29, 2022**]

2. Objectives:

To enhance one's knowledge on intellectual property in general. To also deepen one's understanding and enhance one's professional capabilities in terms of patent practices such as 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 Requirement(s) for This Course:

Candidates have to be professionals working in one of the following positions:

- 1) Patent attorneys and IP lawyers in the private sector who have experience drafting patent specifications; OR
- 2) Patent practitioners in the private sector who have experience drafting patent specifications.

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

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) have adequate English language ability to attend lectures and discussions, as well as make reports.
* If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (9) be under 50 years of age.

4. Language:

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

5. Training Schedule: TBD

The course schedule below was completed in FY2021 which was held as an online course. It is provided for your reference only. Please note that the FY2022 schedule will be different, and the subject contents may be somewhat different from FY2021 as well.

(Ref.: FY2021) JPO/IPR Training Course for Practitioners Specializing in Patents

Session No.	Subject	Broadcast Method [Viewing time]
1	APIC Orientation (Points to be noted prior to taking online training)	Video [30 mins.]
2	Welcome address from the JPO	Video [10 mins.]
3	Live Session: 14:00-17:00 (JST) Keynote Report [Covid-19 and its Effects on Patents worldwide]	Live/Video of Live stream [3 hours]
4	Introduction to the Japanese Intellectual Property Law System	Video [3 hour]
5	Live Session: 14:00-17:00 (JST) Patent Examination Practice in Japan	Live/Video of Live stream [3 hours]
6	Japanese Patentability Requirements (I) Description Requirements of Patent Specification	Video [3 hour]
7	Live Session: 14:00-17:00 (JST) Amendment	Live/Video of Live stream [3 hours]
8	Live Session: 14:00-17:00 (JST) Claim Drafting Practice (I)	Live/Video of Live stream [3 hours]
9	Live Session: 14:00-17:00 (JST) Claim Drafting Practice (II)	Live/Video of Live stream [3 hours]
10	Live Session: 14:00-17:00 (JST) Practical Office Action Response	Live/Video of Live stream [3 hours]
11	Live Session: 14:00-17:00 (JST) Japanese Patentability Requirements (II) Novelty, Inventive Step	Live/Video of Live stream [3 hours]
12	Live Session: 14:00-17:00 (JST) Patent Information Search (Base)	Live/Video of Live stream [3 hours]
13	Live Session: 14:00-17:00 (JST) Patent Information Search (Exercise)	Live/Video of Live stream [3 hours]

14	Live Session: 14:00-17:00 (JST) Patent Management in Companies	Live/Video of Live stream [3 hours]
15	Live Session: 14:00-17:00 (JST) IP Strategy in Companies	Live/Video of Live stream [3 hours]
16	Live Session: 14:00-17:00 (JST) Patent License Session	Live/Video of Live stream [3 hours]
17	Strategic Use of Industrial Design	Video [3 hour]
18	Writing Patent Specifications	Video [3 hour]
19	Live Session: 14:00 - 17:00 (JST) Introduction to Pharmaceutical Patents	Live/Video of Live stream [3 hours]
20	Live Session: 14:00-17:00 (JST) Use of IP at SMEs	Live/Video of Live stream [3 hours]
21	Live Session: 14:00-17:00 (JST) Mock License Negotiation	Live/Video of Live stream [3 hours]
22	Live Session: 14:00-17:00 (JST) Contract Drafting Practice	Live/Video of Live stream [3 hours]
23	Introduction to Patent Trials	Video [3 hour]
24	Live Session: 14:00-17:00 (JST) Achievement Test (including Discussion)	Live/Video of Live stream [3 hours]
25	Live Session: 14:00-17:00 (JST) Mock Trial of Patent Infringement	Live/Video of Live stream [3 hours]
26	Live Session: 14:00-16:00 (JST) Review and Remarks - to improve the course -	Live/Video of Live stream [2 hours]
27	Live Session: 14:00-16:00 (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	
28	Closing Ceremony (Greetings/Reading out the names of persons completing the course)	Video

Annex 4

JPO/IPR Training Course for IP Trainers [In-person]

1. Duration:

November 8 - 22, 2022

[Total lecture time: 66 hours]

[Application Deadline: **August 12, 2022**]

2. Objective:

In disseminating and raising awareness of IP rights for young people in particular, to deepen the participants' understanding of required knowledge (e.g. legal systems and international treaties) and methods of education (e.g. textbooks and implementation plans) as well as train suitable educators/instructors through conducting presentations and exchanging opinions on IP rights dissemination activities.

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

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

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

Candidates have to:

- (1) be nominated by the IP Office in their countries.
- (2) be engaged in the field of IPR.
- (3) be university graduates and/or have equivalent professional experience.
- (4) be physically and mentally prepared to undergo an intensive training course.
- (5) be persons who are not full-time students or armed forces personnel.
- (6) continue working in the same field after completing the training course.
- (7) have adequate English language ability to attend lectures and discussions, as well as make reports.
 - * If English ability is considered to be insufficient, an interview will be conducted by telephone to confirm English proficiency.
- (8) have considerable knowledge of the IPR system, with more than three years of experience in the field of IPR, in principle.
- (9) be under 50 years of age.

4. Language:

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

5. Training Schedule: TBD

The course schedule below was completed in FY2021 which was held as an online course. It is provided for your reference only. Please note that the FY2022 schedule will be different, and the subject contents

may be somewhat different from FY2021 as well.

(Ref.: FY2021) JPO/IPR Training Course on IP Trainers

Session No.	Subject	Broadcast Method [Viewing time]
1	APIC Orientation (Points to be noted prior to taking online training)	Video [30 mins.]
2	Welcome Address from the JPO	Video [10 mins.]
3	Live Session: 14:00 - 17:00 (JST) Creativity Education (1) How to Develop Creativity Development	Live/Video of Live stream [3 hours]
4	Live Session: 14:00 - 17:00 (JST) Creativity Education (2) Active Learning	Live/Video of Live stream [3 hours]
5	Intellectual Property Education (3) Intellectual Property Education for Elementary and Junior High School Students (Tokai University Model)	Video [3 hours]
6	Live Session: 14:00 - 17:00 (JST) Key Points of Education for Creativity and Intellectual Property (Explanation of Assignments)	Live/Video of Live stream [3 hours]
7	Live Session: 14:00-17:00 (JST) Intellectual Property Education (4) (Education Case Studies) The Lesson on the Intellectual Property Rights in High Schools	Live/Video of Live stream [3 hours]
8	Group Discussion Based on Assigned Topics (1) (4 groups, 1 hour and half each group)	Zoom meeting
9	Live Session: 14:00-17:00(JST) Intellectual Property Education (5) Intellectual Property Education, Development of Education Materials and Teaching Method in High School	Live/Video of Live stream [3 hours]
10	Live Session: 14:00 - 17:00 (JST) Intellectual Property Education (6) Patents and Trademarks for Universities	Live/Video of Live stream [3 hours]
11	Live Session: 14:00-17:00 (JST) Intellectual Property Education (7) Intellectual Property Education for Universities (Intellectual Property and Business including Design System)	Live/Video of Live stream [3 hours]
12	Group Discussion Based on Assigned Topics (2) (4 groups, 1 hour and half each group)	Zoom meeting
13	Live Session: 14:00-17:00 (JST) Intellectual Property Education (8) Intellectual Property Specialists	Live/Video of Live stream [3 hours]
14	Intellectual Property Education (9) Intellectual Property Education for Educators (Intellectual Property Education)	Video [3 hours]
15	Sharing of Activity Experiences at WIPO (Intellectual Property Education)	Video [2 hours]
16	Live Session: 15:00-17:00(JST) Overseas Case Studies (1) Malaysia	Live/Video of Live stream [2 hours]

17	Live Session: 15:00-17:00(JST) Overseas Case Studies (2) Egypt	Live/Video of Live stream [2hours]
18	Group Discussion Based on Assigned Topics (3) (4 groups, 1 hour and half each group)	Zoom meeting
19	Live Session: 14:00-17:00(JST) Assignment Presentations (10 min per group), Review	Live/Video of Live stream [3 hours]
20	Live Session: 15:00 - 17:00 (JST) Hearing Session re. the Training Course (Opinions on the training from those who participated in the live sessions)	Live/Video of Live stream [2 hours]
	Recognition of Course Completion	
21	Closing Ceremony (Greetings/Reading out the names of persons completing the course)	Video