



JAPAN PATENT OFFICE



AFRICAN REGIONAL INTELLECTUAL
PROPERTY ORGANIZATION



WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

REGIONAL WORKSHOP

WIPO/IPAS/HRE/13/INF/1 PROV

ORIGINAL: ENGLISH

DATE: OCTOBER 2013

WIPO Regional Training Workshop on IPAS for African Member States

organized by
the World Intellectual Property Organization (WIPO)

in cooperation with
the African Regional Intellectual Property Organization (ARIPO)

and with the assistance of
the Japanese Patent Office (JPO)

Harare, Zimbabwe, October 14 to 18, 2013

PROVISIONAL PROGRAM

prepared by the International Bureau of WIPO

Monday, October 14, 2013

8.30 – 9.00 Registration

9.00 – 9.30 Opening Ceremony

Opening addresses by:

The Director General of the African Regional Intellectual Property Organization (ARIPO) or his representative, Harare

The representative of the World Intellectual Property Organization (WIPO), Geneva, Switzerland

THEME I: INDUSTRIAL PROPERTY ADMINISTRATION SYSTEM (IPAS) AND INDUSTRIAL PROPERTY (IP) LAWS

9.30 – 10.30 **Topic 1: Business Processes and Workflow Design in Intellectual Property**

IP business processes and workflows for application processing and registration, Japan Patent Office's (JPO) perspective.

Speaker: The representative of JPO, Tokyo

10.30 – 10.45 Coffee Break

10.45 – 11.45 **Topic 2: IPAS Installation Options**

System architecture and functional overview; applicable WIPO standards; introduction to IPAS and WIPO standards; IP laws from IPAS perspective; and understanding workflow-based systems (Case of IPAS).

Speaker: Mr. Gregory Sadyalunda, Project Manager, Industrial Property Office Business Solutions Division (IPOBSD), WIPO

11.45 – 12.45 **Topic 3 IPAS Deployment Case Study – Kenya**

History of IPAS deployment in Kenya, the relationship of Kenya IP laws and IPAS business processes and workflows. Automation challenges and opportunities.

Speaker: The representative of the Kenya Industrial Property Institute (KIPI), Nairobi

12.45 – 14.00 Lunch Break

- 14.00 – 16.00 **Topic 4: IPAS Deployment Case Study – Botswana**
- History of IPAS deployment in Botswana, the relationship of Botswana IP laws and IPAS business processes and workflows. Automation challenges and opportunities.
- Speaker: The representative of the Registrar of Companies and Intellectual Property, Gaborone
- 16.00 – 16.15 Coffee Break
- 16.15 – 18.15 **Topic 5: IP Laws and Administrative Procedures**
- Conceptualization of an Industrial Property Office's (IPO) business processes and workflows based on IP laws and administrative procedures.
- Speaker: Mr. Gregory Sadyalunda
- 18.15 End of Session
- 19.00 Reception (venue to be confirmed)

Tuesday, October 15, 2013

THEME II: PROCESSES AND WORKFLOW DESIGN BASED ON IP LAWS

- 9.00 – 10.00 **Topic 6: Modelling of Main Tasks and Office Actions**
- IP laws and business rules, identifying the main processes, tasks, and office actions from IP laws and administrative procedures, file types, applications types and subtypes.
- Speaker: Mr. Gregory Sadyalunda
- 10.00 – 10.15 Coffee Break
- 10.15 – 11.15 **Topic 7: Modelling (Input, Action, and Output Matrix)**
- Identifying actions, their inputs and outputs, and creating a matrix.
- Speaker: Mr. Gregory Sadyalunda
- 11.15 – 12.45 **Topic 8: Modelling (File and Document Numbering)**
- File and document origins, file & document types (office and user documents), office templates.
- Speaker: Mr. Gregory Sadyalunda
- 12.45 – 14.00 Lunch Break

- 14.00 – 15.00 **Topic 9: Paper Modelling (Actions and Documents)**
- Application types, subtypes, business rules for each law, relationship types. User document types, groups of user document types, auxiliary register types.
- Speaker: Mr. Gregory Sadyalunda
- 15.00 – 15.15 Coffee Break
- 15.15 – 18.15 **Exercises: Options:**
- Compile a list of main business processes and workflows from your IP legislation;
identify main application types, office and user documents;
or
create a matrix for office actions inputs, outputs and map business rules to the office actions.
- Coordinator: Mr. Ramsay Shonge, Regional Expert, IPOBSD
- 18.15 End of Session

Wednesday, October 16, 2013

THEME III: WORKFLOW DESIGN AND MODELING IN IPAS

- 9.00 – 10.00 **Topic 10: Designer (Workflow Perspective)**
- Creation and configuration of the workflow in IPAS designer.
- Speaker: Mr. Adel Baccouche, Project Manager, IPOBSD
- 10.00 – 10.15 Coffee Break
- 10.15 – 11.15 **Topic 11: Designer (Reception and Numbering Perspectives)**
- Normal/note/special actions, activities triggered upon status entry, freezing, responsible user, office documents requiring response, automatic actions, restriction of actions.
- Speaker: Mr. Adel Baccouche
- 11.15 – 12.45 **Topic 12: Designer (Configuration Parameters Perspective)**
- Process types, status transition diagrams (statuses, action types, office document types), lists of pre-defined action options, status grouping.
- Speaker: Mr. Adel Baccouche
- 12.45 – 14.00 Lunch Break

- 14.00 – 15.00 **Topic 13: Designer (Other Perspectives)**
- Application types, subtypes, business rules for each law, relationship types. User document types, groups of user document types, auxiliary register types.
- Speaker: Mr. Adel Baccouche
- 15.00 – 15.15 Coffee Break
- 15.15 – 18.15 **Exercises: Options:**
- Installing all IPAS components in personal laptop, training workstations, and accessing IPAS database on ARIPO's IPAS Server;
creating a personal environment; or
creating an IPAS configuration from scratch for your paper models (templates from Tuesday's exercise).
- Coordinator: Mr. Ramsay Shonge
- 18.15 End of Session

Thursday, October 17, 2013

THEME IV: WORKFLOW CONFIGURATION AND MANAGEMENT

- 9.00 – 11.00 **Topic 14: Reports Configuration**
- Word templates, output fields and the SQL statements to generate them, pre-configured output fields, inclusion and sizing of images, conditional text, and descriptive texts in action types.
- Speaker: Mr. Ramsay Shonge
- 11.00 – 11.15 Coffee Break
- 11.15 – 12.15 **Topic 15: Journal Configuration**
- Conditions for publication, publication codes, journal templates, breakdown of templates, indexes.
- Speaker: Mr. Ramsay Shonge
- 12.15 – 14.00 Lunch Break
- 14.00 – 15.00 **Topic 16: IPAS Manager**
- Workflow import and exports;
workflow reworks and re-importations.
- Speaker: Mr. Ramsay Shonge

15.00 – 15.15 Coffee Break

15.15 – 17.15 **Topic 17: IPAS Administration**

Daily logs, user rights, and general system management.

Speaker: Mr. Ramsay Shonge

17.15 End of session

Friday, October 18, 2013

THEME V: APPLICATION RECEPTION AND PROCESSING

9.00 – 11.00 **Topic 18: Application Reception**

Open and close daily logs;
receive new applications;
process applications;
receive user documents;
print office documents; and
post-registration activities.

Speaker: Mr. Ramsay Shonge

11.00 – 11.15 Coffee Break

11.15 – 12.15 **Topic 19: Produce Journals**

Prepare and print an IP journal.

Speaker: Mr. Ramsay Shonge

12.15 – 13.00 Roundtable, Wrap-up Session and Training Feedback

Training feedback from participants, future plans, proposals,
and suggestions on how to improve regional support of the
IPAS.

Coordinator: Mr. Gregory Sadyalunda

13.00 Official Closing and Issue of Certificates by the Director General of
ARIPO

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