

MINUTES OF DISCUSSIONS
ON
THE JAPANESE TECHNICAL COOPERATION
FOR
MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION
IN
THE REPUBLIC OF THE PHILIPPINES

The Japanese Supplementary Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Kazuo Hoshino, Cooperation Planning, JICA, visited the Republic of the Philippines from October 8 to October 16, for the purpose of working out the details and studying the sustainability of the Technical Cooperation for the Project on Modernization of Industrial Property Administration in the Republic of the Philippines (hereinafter referred to as "the Project").

During its stay in the Philippines, the Team exchanged views and had a series of discussions with the authorities concerned of the Government of the Philippines.

As a result of the discussions, both sides reached a common understanding concerning the matters referred to in the document attached hereto.

Manila, October 14, 1998



Kazuo Hoshino
Leader
Japanese Supplementary Study Team
Japan International Cooperation Agency
Japan



Emma C. Francisco
Director General
Intellectual Property Office
The Republic of the Philippines

ATTACHED DOCUMENT

1. Name of the Project

The Japanese Technical Cooperation for Modernization of Industrial Property Administration in the Republic of the Philippines

2. Implementing Agency of the Project

The Intellectual Property Office (hereinafter referred to as the "IPO") of the Department of Trade and Industry (hereinafter referred to as the "DTI") will be the agency responsible for the Project and its implementation.

The organizational chart of the DTI is shown in ANNEX 1-1.

The organizational chart of the IPO is shown in ANNEX 1-2.

3. Administration of the Project

Director General of the IPO will bear overall responsibility for the administration and management of the Project as Project Director.

Director of the Management Information System and EDP Bureau of the IPO will be responsible for the implementation and technical matters of the Project as Project Manager.

The provisional organizational chart for the administration of the Project is shown in ANNEX 2.

4. Duration of Japanese Technical Cooperation for the Project

The duration of the technical cooperation for the Project by the Government of Japan will be four (4) years.

The Team explained that the date of the commencement is to be finalized in the Record of Discussions (hereinafter referred to as the "R/D") when the Implementation Study Team is dispatched.

5. Site for the Project

The Project will be implemented at the IPO as mentioned in Article 2.

Address: 361, Sen. Gil J. Puyat Avenue

Makati, Metro Manila

Phone : 63-2-890-4955

Fax. : 63-2-890-4936

6. Field of Technology Transfer

(1) Field of Technology Transfer

The Project focuses on the patent administration process in the IPO, which is modernized and could be used as a vehicle for technology transfer to the Philippine counterparts. The Team explained that the term 'patent' used in this project refers to a patent for an invention stipulated in Chapter I to XI under Part II of the Intellectual Property Code of the Philippines.

However, the Philippine side explained that, under the Intellectual Property Code which took effect in January 1998, the interrelationship among patents, utility models

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and industrial designs is much more emphasized. Therefore, the Philippine side requested that the Project should also cover utility models and industrial designs under this cooperation field.

(2) Methodology of Technology Transfer

The technology transfer would be conducted through the daily on-the-job training and be complemented by lectures provided by Japanese experts as agreed in the discussion between the Team and the Philippine side.

7. Provisional Master Plan of the Project

(1) Objectives of the Project

1) Overall Goal

The IPO is able to grant industrial property rights more promptly with increased accuracy of documents.

2) Project Purpose

The patent administration process will be facilitated in the IPO.

(2) Outputs and Activities of the Project

1) Outputs

0. Project operation unit will be enhanced.

1. Staff will be able to analyze the patent administration process and suggest an improvement strategy.

2. Appropriate machinery and equipment will be provided, installed and maintained properly.

3. Bibliographic database will be built and utilized.

4. Document database will be built and utilized.

5. Staff will be able to manage the patent administration processing system.

2) Activities

The activities of the Project would be decided as follows in order to facilitate the patent administration procedures.

0-1 Allocate necessary personnel as planned

0-2 Make the budget plan with appropriate expenditures

1-1 Analyze procedure of patent administration

1-2 Collect verifiable data

1-3 Make the procedure flow of patent administration

1-4 Organize the necessary groups to analyze administration process

2-1 Make a plan to install necessary machinery and equipment

2-2 Select the necessary machinery and equipment

2-3 Procure and install machinery and equipment

2-4 Make operation manuals for the machinery and equipment

Bibliographic database

3-1 Select necessary functions and data for the database

3-2 Design a basic plan for the database

3-3 Store data to the database

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- 3-4 Inspect the database program
- 3-5 Test the database functions
- 3-6 Make manuals for terminal operation
- 3-7 Transfer administration job to the computerized system
- Document database
- 4-1 Select necessary functions and data for the database
- 4-2 Design a basic plan for the database
- 4-3 Store data to the database
- 4-4 Inspect the database program
- 5-1 Test the system functions
- 5-2 Make manuals for system operation
- 5-3 Transfer patent administration job to the computerized system
- 5-4 Make report of operation status of the system
- 5-5 Evaluate the status of the system operation and its use
- 5-6 Collect verifiable data
- 5-7 Make manuals for patent administration system
- 5-8 Conduct training courses of terminal operation for system users
- 5-9 Conduct training courses on administration process using the system regularly
- 5-10 Make a plan of total maintenance

8. Project Cycle Management (PCM)

The Project Design Matrix (PDM) is drafted based on the understanding of both sides and is shown in ANNEX 3.

Furthermore, both sides agreed on the following:

- (1) Project planning and concept clarification method entitled Project Cycle Management (hereinafter referred to as the "PCM") will be applied to the Project to monitor and evaluate the level of the achievement.
The PCM will also enhance communication for smooth implementation for the Project.
- (2) The PDM should be reviewed continuously as the common reference or communication tool to realize the PCM and be further discussed between the Japanese experts and the Philippine side.

9. Technical Cooperation Program (TCP) and Plan of Operation (PO)

The Team and the Philippine side discussed the detail of technology transfer in the above fields and drafted Technical Cooperation Plan (TCP) and Plan of Operation (PO) as shown in ANNEX 4 and ANNEX 5.

10. Measures to be taken by the Japanese Side

(1) Dispatch of Japanese Experts

The Team and the Philippine side discussed the timing of dispatch of the following Japanese experts according to the plan as shown in the Tentative Schedules of Implementation (hereinafter referred to as the "TSI" the ANNEX 6).

(Long-term Experts)

- 1) Chief Advisor
- 2) Coordinator
- 3) Experts on the following fields
 - Administration Database
 - Document Database
 - Computer System

(Short-term Experts)

The team explained that short-term experts are dispatched to support the long-term experts' technical transfer.

Both sides discussed the fields for the short-term experts and concluded as follows.

1. Indexing image data for document database
2. Computer assisted environment
3. Formality examination
4. Patent information management

Concerning the dispatch of the short-term experts in the first year of the Project, the number, duration of the short-term experts would be discussed when the Implement Study Team is dispatched.

The application form A1 for the Japanese experts should be submitted to the Government Japan by the Philippine side appropriately for smooth implementation of the Project.

(2) Training of the Philippine Counterpart Personnel in Japan

The Team explained that the training for the counterpart personnel would be held in Japan to support the long-term experts' technical transfer.

The Team and the Philippine side discussed the timings and fields for the training. The team explained that the candidates for the training would be selected from the counterparts. The Team explained that the Philippine side should submit A2A3 form to JICA for the official nomination two (2) months before the training starts.

(3) Provision of Machinery and Equipment

The Team and the Philippine side discussed in detail and agreed tentatively upon the machinery and equipment which would be provided for the Project. The tentative list of the machinery and equipment with PC layout is shown in ANNEX 7. In the course of discussion, the following are especially considered and emphasized:

- a) minimum necessity to pursue the Project purpose
- b) local costs to be borne by the Philippine side
- c) maintenance capacity of the IPO
- d) efficient integration with the existing facilities as shown in ANNEX8 (incl. the trademark database)
- e) priority for the machinery and equipment

The Team explained that the provision of the machinery and equipment would be finally decided by the Japanese Government taking account of its budgetary condition.



The Team mentioned and the Philippine side understood that the cost of the machinery and equipment would be shared by both sides as shown in ANNEX 9.

The Team further explained to the Philippine side that the A4 form should be prepared and submitted to JICA in due course for the provision of the machinery and equipment by the Japanese side.

10. Measures to be taken by the Philippine Side

(1) Local Costs

Both sides reconfirmed that the Philippine side would make its best effort to bear necessary local cost shown in ANNEX9 for the implementation of the Project

The Philippine side presented the proposed budget of the IPO for 1999 as well as the recent figures of the annual budget of the IPO as shown in ANNEX 10.

(2) Building and Facilities for the Project

The Philippine side will prepare furnished offices for the Japanese experts and secure space to accommodate the machinery and equipment to conduct the Project before the commencement of the Project. The Philippine side explained that the IPO will be relocated to another site by the end of December 1999. The Philippine side stated and the Team confirmed that the removal of the IPO should be elaborated and completed by the above-mentioned deadline, while the Project is making the necessary ground work before laying out the network for machinery and equipment in the IPO.

The present location of the IPO and its layout is shown in ANNEX 11

Any changes and progress, which may be caused by the reorganization of the IPO, should be notified to the Japanese side without any delay.

(3) Machinery, Equipment and Materials

In addition to its cost-sharing obligation listed in ANNEX 9, the Philippine side will secure a necessary budget to bear the taxation by the Government of the Philippines, i.e. customs and all government taxes like a consumption tax (duty or VAT).

(4) Assignment of Counterpart Personnel

Bearing in mind that technology transfer to the Philippine counterpart is the most essential part of the Project, both sides agreed that counterparts will be properly allocated from all tasks and procedures concerned in the IPO. The list of counterpart personnel is shown in Annex 12.

(5) Privileges, Exemptions and Benefits to the Japanese Experts

The Philippine side will grant privileges, exemptions and benefits to the Japanese experts and their families no less favorable than those accorded to experts of third countries working in the Republic of the Philippines under the Colombo Plan Technical Cooperation Scheme.



(6) Sustainability of the Project

The Philippine side will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of the Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary group and institutions so that the technologies transferred through the Project could be utilized further for economic and social development of the Philippines.

11. Joint Coordinating Committee for the Project

Both sides reconfirmed that the Joint Coordinating Committee, composed of members appointed by both sides, would be established and held at least once a year, even without dispatch of Japanese study teams. The functions and compositions of the Committee are described in ANNEX 13.

In addition to the annual Committee to be held, the Team especially emphasized that daily communication between Japanese experts and the Philippine counterparts is important. Therefore, a meeting should be organized regularly to identify the progress and satisfaction of the Project.

12. Joint Evaluation

Both sides reconfirmed that the final evaluation of the Project would be conducted jointly by both sides through JICA approximately six (6) months before the termination of the cooperation period in order to examine the level of achievement.

Other evaluations may be conducted as and when necessary during and after the cooperation period to monitor the progress and sustainment of the objectives of the Project.

The methodology of evaluation especially the five (5) basic evaluation components as shown in ANNEX 14.

13. Schedule of the Project

The Team explained that the Implementation Study Team would be dispatched in January 1999. The Implementation Study Team would conclude the R/D to implement the Project between both governments in the R/D. The sample of the R/D is shown in ANNEX 15.

14. Others

- (1) Both sides reconfirmed that the common language used in any activities of the Project should be English.
- (2) The Japanese side explained and the Philippine side understood the items mentioned above 1~13 would be discussed and finalized when the Implementation Study Team is dispatched.
- (3) The list of attendants at the discussion is shown in ANNEX 16.

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LIST OF ANNEXES

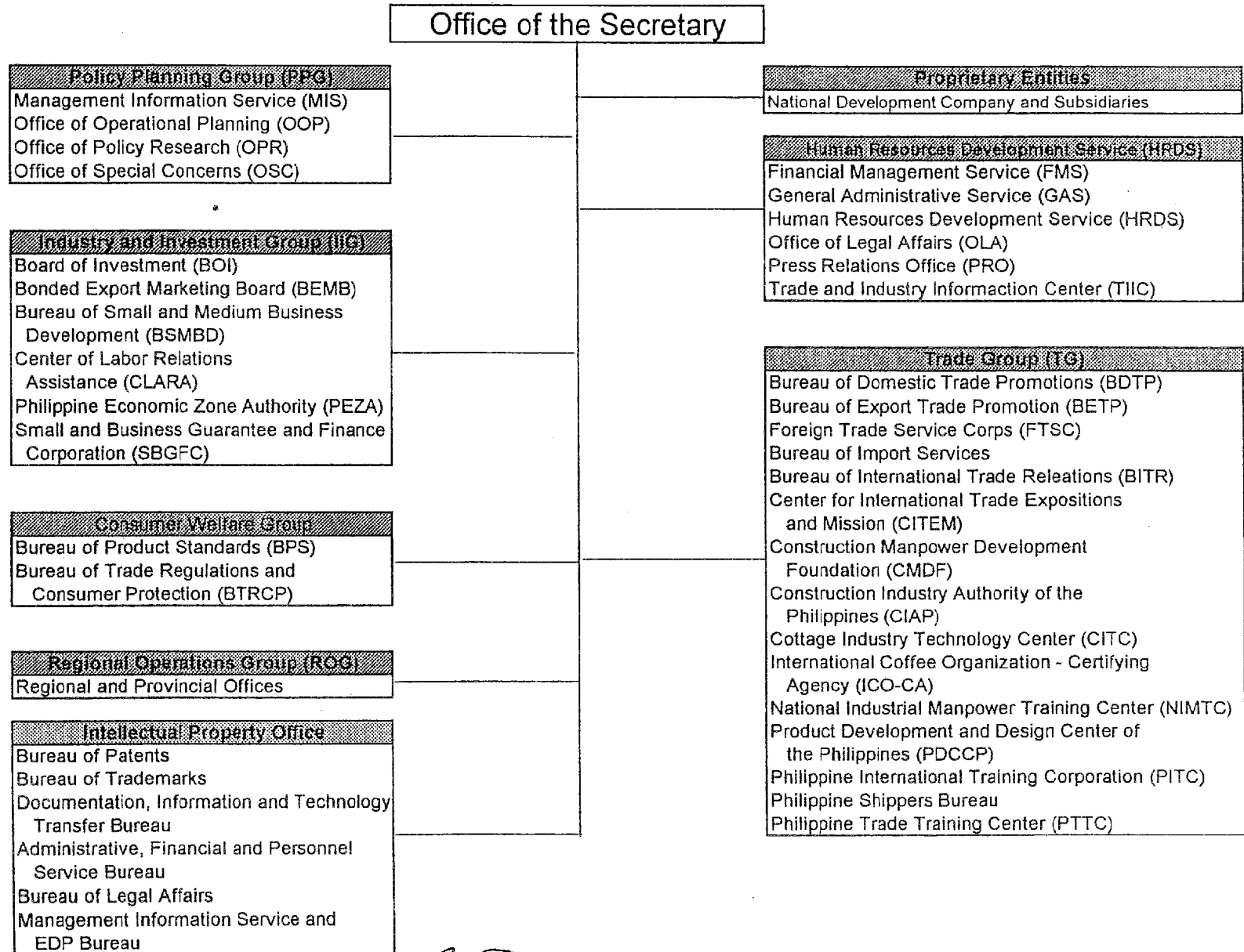
ANNEX 1-1	Organizational Chart of DTI
1-2	Organizational Chart of IPO
ANNEX 2	Provisional Organizational Chart for the Administration of the Project
ANNEX 3	Project Design Matrix (PDM)
ANNEX 4	Technology Cooperation Plan (TCP)
ANNEX 5	Plan of Operation (PO)
ANNEX 6	Tentative Schedule of Implementation (TSI)
ANNEX 7-1	List of Machinery and Equipment
7-2	PC Layout (Tentative)
ANNEX 8-1	List of Existing Machinery and Equipment of IPO
8-2	Current Computer Distribution of IPO
ANNEX 9	List of cost sharing by the both side
ANNEX 10	Proposed Budget of IPO for 1999 & Annual Budget of IPO from 1996 to 1998
ANNEX 11-1	Present Location Map of IPO
11-2	Layout of the project site
ANNEX 12	List of Counterparts
ANNEX 13	Functions and Composition of Joint Coordinating Committee
ANNEX 14	Five (5) Basic Evaluation Components
ANNEX 15	Sample of the Record of Discussions (R/D)
ANNEX 16	List of Attendants at the Discussion

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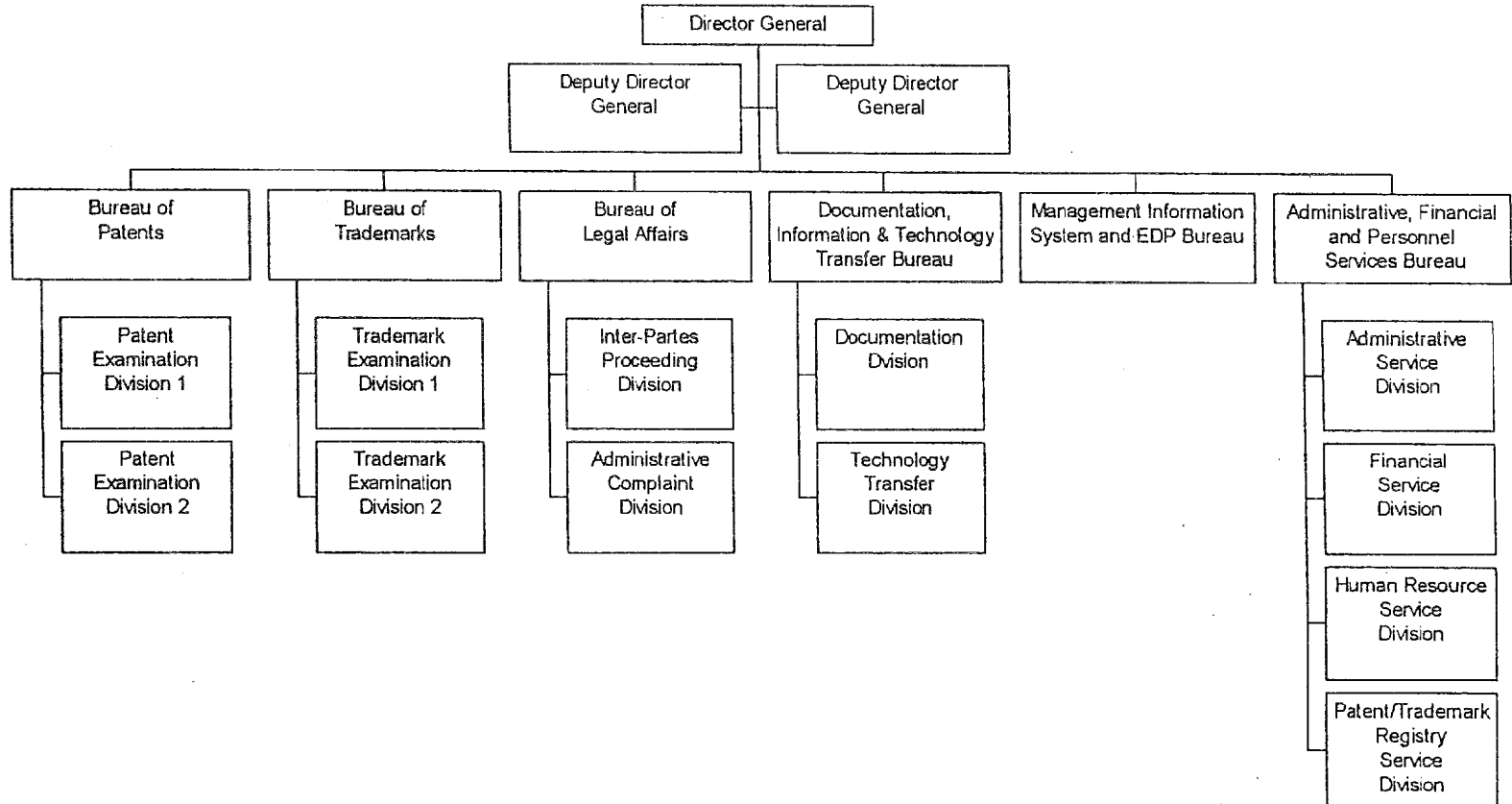
DTI Organizational Chart



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IPO Organizational Chart

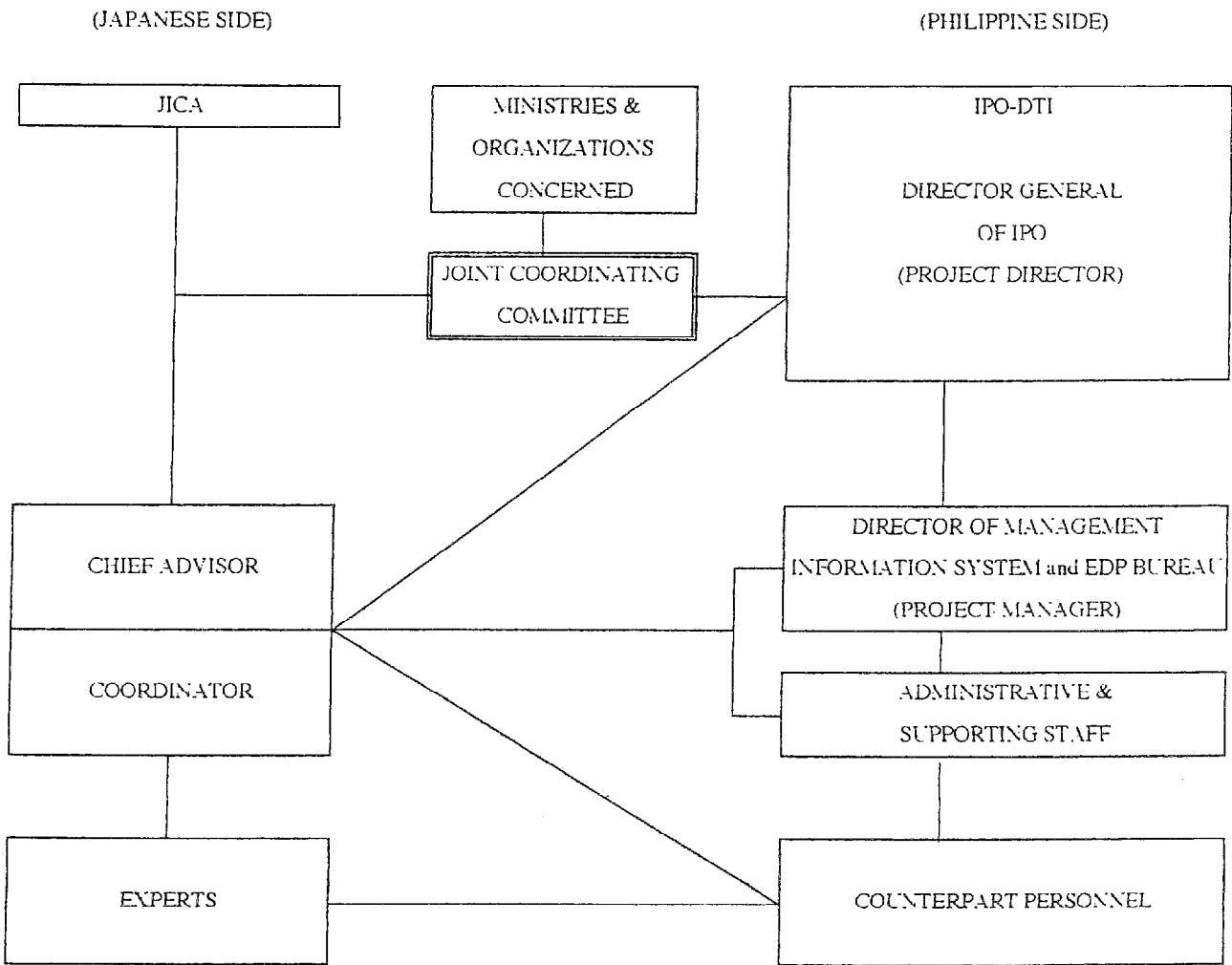


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ANNEX 2 PROVISIONAL ORGANIZATION CHART FOR THE ADMINISTRATION OF THE PROJECT



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Project Design Matrix (PDM)

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumption
(Overall goal) The IPO is able to grant industrial property rights more promptly with increased accuracy of documents	1. Increase number of patent application processed	1. IPO record (Comparison of number of application received and the registered)	
(Project purpose) The Patent administration process is facilitated in the IPO	1. Reduction in processing time of patent application 2. Efficiency of patent administration process	1. IPO records 2. Evaluation and interview with IPO staff and management	a Examination ability of examiners will be maintained b Current policies with emphasis on protection of industrial property rights will continue
(Output) 0. Project operation unit will be enhanced 1. Staff will be able to analyze the patent administration process and suggest a improvement strategy 2. Appropriate machinery & equipment will be provided installed and maintained properly. 3. Bibliographic database will be built and utilized 4. Document database will be built and utilized 5. Staff will be able to manage the patent administration processing system	0 Personnel number, budget, control ability of management staff 1-1 Ability of making job flow charts of patent 1-2 Listing up present problems by C/P 1-3 Ability of improving patent administration process of IPO staff 2-1 Contents and number of equipment installed 2-2 Contents and number of manuals developed 3-1 Number of bibliographic data in electronic media 3-2 Reduction in access time to bibliographic data 4-1 Number of document data in electronic media 4-2 Reduction in access time to bibliographic data 5-1 Number of jobs processed by patent administration system 5-2 Contents and number of manuals developed 5-3 Number of training courses to IPO staff by C/P 5-4 Number of users of patent administration system	0 Organization chart, administration record, accounting record, personnel record 1-1 List of the flow charts 1-2 Record of problem list 1-3 List of improvement plan by IPO staff 2-1 Property record, operation & maintenance record 2-2 List of manuals and manuals themselves 3-1 Record of biblio data graphic base 3-2 Operation record of the data base 4-1 Record of bibliographic data base 4-2 Operation record of the data base 5-1 Number of print-outs by the system 5-2 List of manuals and manuals themselves 5-3 Project record, evaluation and interview to IPO staff 5-4 Operation record	a C/P will remain at IPO

Project Design Matrix (PDM)

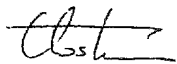
(Activities)	Input		
	The Philippines side	The Japanese side	
0-1 Allocate necessary personnel as planned			a Donated machinery and
0-2 Make the budget plan with appropriate expenditures			equipment will be smoothly cleared at the customs
1-1 Analyze procedure of patent administration	1 Local cost Necessary budget for the implementation of the project	1 Dispatch of Japanese experts (1) Long-term experts	(Preconditions) a Project space will be secured
1-2 Collect verifiable data	2 Allocation of C/P and necessary personnel	a. Chief adviser b. Coordinator	
1-3 Make the procedure flow of patent administration	(1) Administrative C/P (2) Technical C/P	c. Bibliographic data base d. Document data base	
1-4 Organize the necessary groups to analyse administration process	(3) Supporting staff	e. Computer system	
2-1 Make a plan to install necessary machinery and equipment	3 Renovation of building and facilities	(2) Short term experts Appropriate number of the experts will be attached as necessity arises.	
2-2 Select the necessary machinery and equipment			
2-3 Procure and install machinery and equipment	4 Machinery and equipment		
2-4 Make operation manuals for the machinery and equipment	Purchase necessary M&E and its maintenance	2 Philippines C/P training in Japan 3 Provision of machinery and equipment	
Bibliographic database			
3-1 Select necessary functions and data for the database			
3-2 Design a basic plan for the database			
3-3 Store data to the database			
3-4 Inspect the database program			
3-5 Test the database function			
3-6 Make manuals for terminal operation			
3-7 Transfer patent administration job to the computerized system			

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Project Design Matrix (PDM)

<p>(Activities)</p> <p>Document database</p> <p>4-1 Select necessary functions and data for the database</p> <p>4-2 Design a basic plan for the database</p> <p>4-3 Store data to the database</p> <p>4-4 Inspect the database program</p> <p>5-1 Test the system function</p> <p>5-2 Make manuals for system operation</p> <p>5-3 Transfer patent administration job to the computerized system</p> <p>5-4 Make report of operation status of the system</p> <p>5-5 Evaluate the status of the system operation and its use</p> <p>5-6 Collect verifiable data</p> <p>5-7 Make manuals for patent administration system</p> <p>5-8 Conduct training courses of terminal operation for system users</p> <p>5-9 Conduct training courses of administration process using the system regularly</p> <p>5-10 Make a plan of total maintenance</p>			
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ANNEX 4 TECHNICAL COOPERATION PROGRAM (TCP)

Japanese Fiscal Year	1998				1999				2000				2001				2002							
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
Term of Technical Cooperation (Term of TC)	-----																							
1. Basic construction																								
(1) Analysis of the administration process					-----																			
(2) Preparation of the flow of administration process					-----																			
2. Bibliographic database																								
(1) Bibliographic system planning					-----																			
(2) Basic planning for the bibliographic system					-----																			
(3) Detailed planning for the bibliographic system									-----															
(4) Operation of the bibliographic database													-----											
3. Document database																								
(1) Documnet system planning													-----											
(2) Basic planning for the documnet system													-----											
(3) Detailed planning for the documnet system													-----											
(4) Operation of the patent administration system																	-----							
4. Management of the patent administrative system																								
(1) Preparation of the operation manuals																					-----			
(2) Maintenance planning																					-----			

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NOTE:

- 1 The Japanese fiscal year starts in April and ends in March.
- 2 This schedule is subject to change in accordance with the progress of the Project.

PLAN OF OPERATION

Activities	Schedule(Japanese Fiscal Year)																Responsible Person in Project team	Input*	Remarks	
	1999				2000				2001				2002							
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
0. Project operation unit will be enhanced																				
0-1 Allocate necessary personnel as planned																		Project Director		
0-2 Make budget plan with appropriate expenditures																		Project Director		
1. Staff will be able to analyze the patent administration process and suggest an improvement strategy																				
1-1 Analyze the procedure of Patent administration																		Administration expert and C/P		
1-2 Collect verifiable data																		Administration expert and C/P		
1-3 Make the procedure flow of Patent administration																		Administration expert and C/P		
1-4 Organize the necessary groups to analyze administration process																		Administration & Document expert and C/P		
2. Appropriate machinery and equipment will be provided, installed and maintained properly																				
2-1 Make plan to install the necessary machinery & equipment																		Computer system & Administration expert and C/P		
2-2 Select the necessary machinery & equipment																		Computer system & Administration expert and C/P		
2-3 Procure and install machinery & equipment																		Computer system expert and C/P		
2-4 Make operation manuals for the machinery & equipment																		Computer system & Administration expert and C/P		
3. Bibliographic database will be built and utilized																				
3-1 Select necessary functions and data for the database																		Computer system & Administration expert and C/P		
3-2 Design a basic plan for the database																		Computer system & Administration expert and C/P		
3-3 Store data to the database																		Computer system expert and C/P		

NOTE:

1 The Japanese fiscal year starts in April and ends in March.

2 This schedule is subject to change in accordance with the progress of the Project.

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PLAN OF OPERATION

Activities	Schedule(Japanese Fiscal Year)																Responsible Person in Project team	Input*	Remarks
	1999				2000				2001				2002						
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
3-4 Inspect the database program				—													Computer system expert and C/P		
3-5 Test the database function					—												Computer system & Administration expert and C/P		
3-6 Make manuals for terminal operation						—											Computer system & Administration expert and C/P		
3-7 Transfer patent administration job to the computerized system								—									Computer system & Administration expert and C/P		
4. Document database is built and utilized																			
4-1 Select necessary functions and data for the database									—								Computer system & Document expert and C/P		
4-2 Design a basic plan for the database									—								Computer system & Document expert and C/P		
4-3 Store data to the database											—						Computer system expert and C/P		
4-4 Inspect the database program												—					Computer system expert and C/P		
5. Staff will be able to manage the patent administration processing system																			
5-1 Test system function													—				Computer system & Document expert and C/P		
5-2 Make manuals for systems operation														—			Computer system & Document expert and C/P		
5-3 Transfer patent administration job to the computerized system															—		Computer system & Document expert and C/P		
5-4 Make a report of the operation status of the system																—	Computer system & Document expert and C/P		
5-5 Evaluate the status of system operation and its use																	Computer system & Document expert and C/P		

NOTE:

- 1 The Japanese fiscal year starts in April and ends in March.
- 2 This schedule is subject to change in accordance with the progress of the Project.

ANNEX 5

PLAN OF OPERATION

Activities	Schedule(Japanese Fiscal Year)																Responsible Person in Project team	Input ¹	Remarks
	1999				2000				2001				2002						
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
5-6 Collect verifiable data																	Document expert and C/P		
5-7 Make manuals for patent administration system																	Computer system & Document expert and C/P		
5-8 Conduct training courses of terminal operation for system users																	Computer system & Document expert and C/P		
5-9 Conduct training courses of administration process using the system regularly																	Computer system & Document expert and C/P		
5-10 Make a plan of total maintenance																	Computer system & Document expert and C/P		

NOTE:

1 The Japanese fiscal year starts in April and ends in March.

2 This schedule is subject to change in accordance with the progress of the Project.

ANNEX 6

TENTATIVE SCHEDULE OF IMPLEMENTATION (TSI)

Japanese Fiscal Year	97		1998				1999				2000				2001				2002				2003					
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV		
Term of Technical Cooperation																												
<u>The Japanese side</u>																												
I Dispatch of Mission																												
(1) Preliminary Study	-																											
(2) Supplementary Study			-																									
(3) Implementation Study					-																							
(4) Technical Guidance															-													
(6) Evaluation																												
II Dispatch of Long-Term Experts																												
(1) Chief Advisor																												
(2) Coordinator																												
(3) Expert of Administration database																												
(4) Expert of Document database																												
(5) Expert of Computer System																												
III Dispatch of Short-Term Experts																												
	(Short-term experts on specific fields will be dispatched, if necessary)																											
IV Training of C/P Personnel in Japan																												
	(A certain number of C/P will be accepted in Japan annually)																											
V Provision of Machinery and Equipment																												
<u>The Philippine side</u>																												
I Local cost																												
II Building and facilities																												
III Machinery, equipment and materials																												
IV Allocation of C/P personnel and necessary staff																												

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NOTE:

- 1 The Japanese fiscal year starts in April and ends in March.
- 2 The original terms of the services of the respective long term experts are shown by the solid line.
- 3 Expert of Bibliographic data informatin has knowledge of patent administration and is able to analyze bibliographic information
- 4 Expert of image data informatin has knowledge of patent administration and is able to analyze image data information

ANNEX 7-1 List of Machinery and Equipment

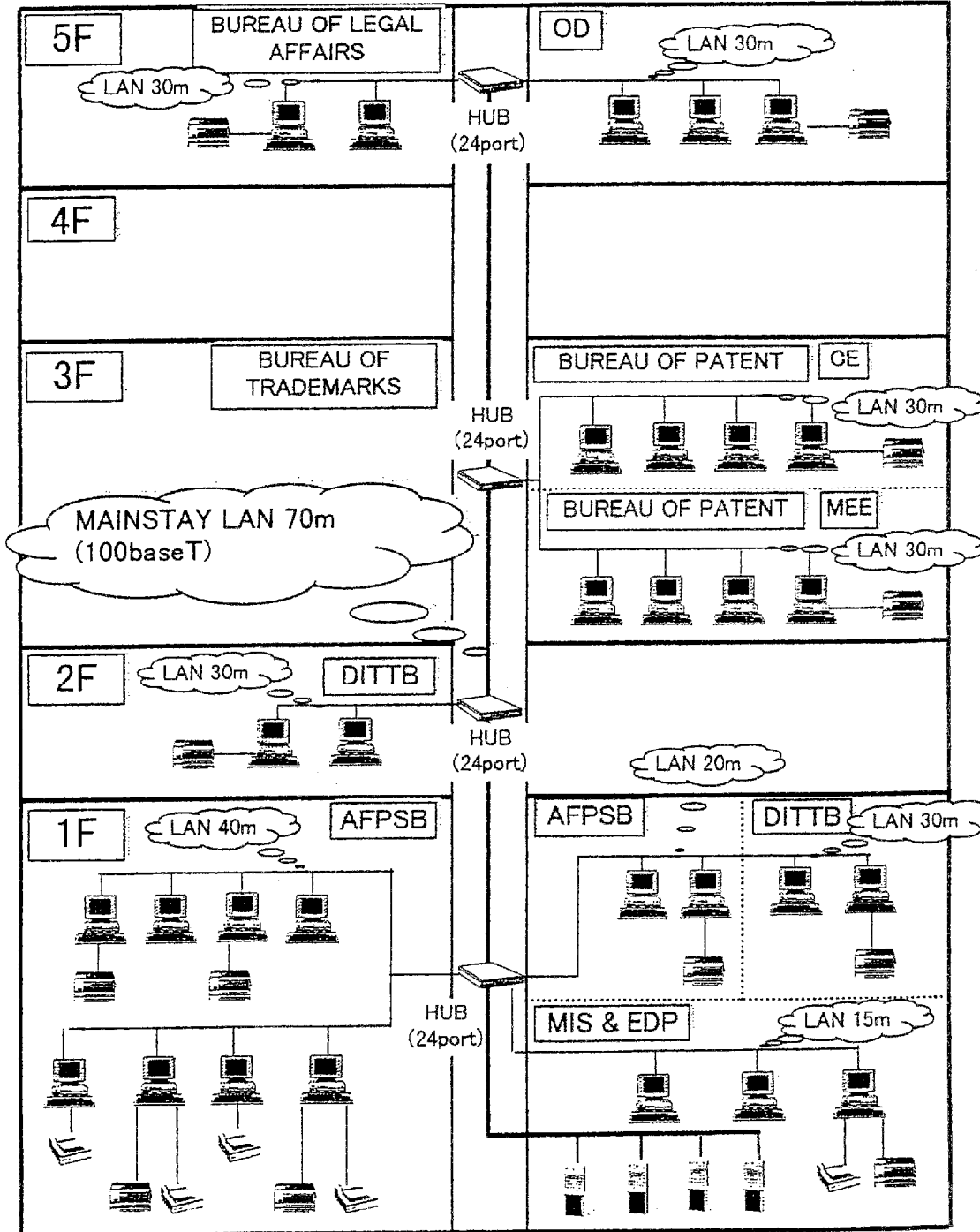
LIST OF MACHINERY AND EQUIPMENT
(TENTATIVE)

Priority		Material Name	Number	Note
System Configuration	Number Adjustment			
A	A	Server for bibliographic database	1	Database for text data
A	A	Software for bibliographic database	1	
A	A	Server for documents database	1	Database for image data
A	A	Software for documents database	1	
A	A	Server for development	1	
A	A	Software for development	1	
A	A	Server for network management	1	
A	A	Software for network management	1	
A	A	Local area network equipment	1 Set	Cable. hub
A	A	Uninterruptible Power Supply(UPS)	4	For power cut
A	B	Personal Computer(PC)	30	AFPSB 10, MIS &EDP 3, DITTB 4, OD 3. Bureau of patent 8, Bureau of legal affairs 2
A	B	Software for PC	30	
A	B	Printer	12	AFPSB 5, MIS &EDP 1, DITTB 2, OD 1. Bureau of patent 2, Bureau of legal affairs 1
A	B	Image Scanner	5	AFPSB 4, MIS & EDP 1
B	B	Bar code reader	10	AFPSB 3, MIS & EDP 1, DITTB 1, Bureau of patent 4, Bureau of legal affairs 1
A	B	Application software for patent administration system	1	For data-entry, application reference, registration reference, publication reference, publication editing, draft of notice, period management of application, statistics

* MIS & EDP...Management Information & EDP Bureau
AFPSB...Administrative, Financial and Personnel Service Bureau
DITTB...Documentation, Information and Technology Transfer Bureau
OD...Office of Director General

* Priority A : indispensable
B : adjustable in its quality or quantity

PC LAYOUT(TENTATIVE)



MIS & EDP...Management Information & EDP Bureau
 AFPSB...Administrative, Financial and Personnel Service Bureau
 DITTB...Documentation, Information and Technology Transfer Bureau
 OD...Office of Director General
 CE...Chemical Examination
 MEE...Mechanical and Electrical Examination

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ANNEX 8-1

List of Existing Machinery and Equipment of IPO

Detail of computer Hardware and Software

AS of October 12, 1998

Personal Computer	Management Number	Function		Network connection	Equipment		Place	Performance		Install Date	S/N	OS	Software	Notes
		TEAMS	Packages		LAN Card	Memory		Hard Disk						
486	Fujitsu													
	ICL													
	AFPHR1	1		IPO	1	AIPD	40MB	3.2GB	July '95	851018F	W95	D		
	AFPHR2	2		IPO	1	AIPD	40MB	3.2 GB	July '95	85122PN	W95	D		
	MIS&EDP2	3		IPO	1	EDP	40MB	3.2 GB	July '95	851237B	W95	O.I.L.M.N		
	DITTB5	4		IPO	1	IDRD	40MB	3.2 GB	July '95	85122KB	W95	D		
	BUTRDMRK2	5		IPO	1	TMED	40MB	3.2 GB	July '95	85101CD	W95	D		
	BUTRDMRK3	6		IPO	1	TMED	40MB	3.2 GB	July '95	85122CE	W95	D		
	BUTRDMRK4	7		IPO	1	TMED	40MB	3.2 GB	July '95	85091D1	W95	D		
	BUTRDMRK5	8		IPO	1	TMED	40MB	3.2 GB	July '95	85122CN	W95	D		
	BUTRDMRK6	9		IPO	1	TMED	40MB	3.2 GB	July '95	851314R	W95	D		
	BUTRDMRK7	10		IPO	1	TMED	40MB	3.2 GB	July '95	85122CM	W95	D		
	BUTRDMRK8	11		IPO	1	TMED	40MB	3.2 GB	July '95	851018C	W95	D		
	BUTRDMRK9	12		IPO	1	TMED	40MB	3.2 GB	July '95	85122KD	W95	D		
	BULEGAL2	13		IPO	1	HRD	40MB	3.2 GB	July '95	85122CJ	W95	D		
	ODG2	14		IPO	1	OD	12MB	3.2 GB	July '95	851238S	W3.1	B		
	ODG3	15		IPO	1	OD	8MB	3.2 GB	July '95	85091CP	W3.1	A		
Pentium	IBM													
	AFPHR3	1				AIPD	16MB	540MB	Sep-95	23N23426875	W3.11	B & C		
	AFPHR4	2				AIPD	16MB	540MB	Sep-95	23N25366875	W3.11	B & C		
	MIS&EDP3	3				EDP	16MB	540MB	Sep-95	23N74736875	W3.11	B & C		
	BUPATENT3	4				CED	16MB	540MB	Sep-95	23N24716875	W3.11	B & C		
	BUPATENT10	5				MEED	16MB	540MB	Sep-95	23N24726875	W3.11	B & C		
	ODG4	6				OD	16MB	540MB	Sep-95	23N23526875	W3.11	B & C		
	Fujitsu (New)													
	MIS&EDP5	1		IPO	1	EDP	64MB	2.1GB	Jan-97	B60100010	W95	F & G	SERVER	
	MIS&EDP5	2		IPO	1	EDP	48MB	1.1GB	Oct-96	B6070018D3	W95	H & E		
	MIS&EDP4	3		IPO	1	EDP	48MB	2.1GB	Oct-95	B6050038DS	W95	F & G		
	Philips													
	AFPHR5	1		IPO	1	AIPD	32MB	2.1GB	Sep. 1997	M6210090	W95	D		
	AFPHR6	2			1	AIPD	24MB	2.1GB	Sep. 1997	M62109036	W95	D		
	MIS&EDP7	3		IPO	1	EDP	32MB	2.1GB	Sep. 1997	22632-01655	W95	E.H.K.O		
	MIS&EDP8	4		DTI	1	EDP	24MB	2.1GB	Sep. 1997	M62109103	W95	D,J,L,M,N		
	DITTB6	5		IPO	1	IDRD	24MB	2.1GB	Sep. 1997	M62108999	W95	D		
	DITTB7	6		DTI	1	IDRD	24MB	2.1GB	Sep. 1997	M62108958	W95	D		
	DITTB8	7		DTI	1	TTR	24MB	2.1GB	Sep. 1997	M62109044	W95	D		
	DITTB9	8		DTI	1	TTR	24MB	2.1GB	Sep. 1997	M62108955	W95	D		
	BUTRDMRK10	9		IPO	1	TMED	32MB	2.1GB	Sep. 1997	M6219069	W95	D		
	BUPATENT4	10		DTI	1	CED	24MB	2.1GB	Sep. 1997	M62108980	W95	D, N & O		
	BUPATENT5	11		DTI	1	CED	24MB	2.1GB	Sep. 1997	M62109029	W95	D, N & O		
	BUPATENT6	12		DTI	1	CED	24MB	2.1GB	Sep. 1997	M62109103	W95	D, N & O		
	BUPATENT7	13		DTI	1	CED	24MB	2.1GB	Sep. 1997	M62108943	W95	D, N & O		
	BUPATENT11	14		DTI	1	MEED	24MB	2.1GB	Sep. 1997	M22632-01614	W95	D, N & O		
	BUPATENT12	15		DTI	1	MEED	24MB	2.1GB	Sep. 1997	M62109046	W95	D, N & O		
	BUPATENT13	16		DTI	1	MEED	24MB	2.1GB	Sep. 1997	M62108953	W95	D, N & O		
	BUPATENT14	17		DTI	1	MEED	24MB	2.1GB	Sep. 1997	M62109031	W95	D, N & O		
	BULEGAL3	18			1	HRD	24MB	2.1GB	Sep. 1997	M62109091	W95	D		
	BULEGAL4	19			1	HRD	24MB	2.1GB	Sep. 1997	M62108961	W95	D		
	ODG5	20		DTI	1	OD	24MB	2.1GB	Sep. 1997	M62109069	W95	D		
	Gateway 300 mhz													
	AFPHR7	1			1	AIPD	48MB	2.5GB	Oct. 1998	001-091-7293	W98	P		
	AFPHR8	2			1	AIPD	48MB	2.5GB	Oct. 1998	001-088-1063	W98	P		
	DITTB10	3			1	TTR	48MB	2.5GB	Oct. 1998	001-088-1060	W98	P		
	BUPATENT1	4			1	MEED	48MB	2.5GB	Oct. 1998	001-088-1057	W98	P		
	BUPATENT1	5			1	CHED	48MB	2.5GB	Oct. 1998	001-091-7295	W98	P		
	BULEGAL5	6			1	HRD	48MB	2.5GB	Oct. 1998	001-088-1064	W98	P		
	BULEGAL6	7			1	HRD	48MB	2.5GB	Oct. 1998	001-088-1058	W98	P		
	ODG6	8			1	OD	48MB	2.5GB	Oct. 1998	001-091-7292	W98	P		
	Acer													
	DITTB4	1			1	IDRD	32MB	1.1GB	1996	P237578	W95	H		
XT7286	Thompson													
	CONDEMED	1				AIPD			1986		DOS		RETURNED	
	DITTB1	2				TTR			1988	8800110	DOS		RETURNED	
	CONDEMED	3				TTR			1988	885925	DOS		RETURNED	
	BUTRDMRK1	4				TMED			1988	8800108	DOS		RETURNED	
386	Hyundai													
	DITTB2	1				IDRD			1991	MDSC00611539	W3.1			
	DITTB3	2				IDRD			1991	MDSC00615382	W3.1			
486	Datamini													
	BUPATENT1	1		DTI	1	CED	4MB		1994	94011261	W3.1	B		
	BUPATENT8	2			1	MEED	4MB		1994	94011243	W3.1	B		
	Acer													
	MIS&EDP1	1				EDP	4MB		1994	M290577	W3.1	A		
	DITTB4	2				TTR	4MB		1994		W3.1	A		
	BUPATENT2	3				CED	4MB		1994	M290439	W3.1	A		
	BUPATENT9	4				MEED	4MB		1994	K6311751710	W3.1	A		
	BULEGAL1	5				HRD	4MB		1994	M313577	W3.1	A		
	ODG1	6				OD	4MB		1994		W3.1	A		
SUBTOTAL			0	0	0	18	49	0						

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Notebook

* Compaq Armada 1520	1	IDRD	16MB	2.1GB	Aug. 1997	J715BMS43740	W95	D
	2	TTR	16MB	2.1GB	Aug. 1997	J715BMS43616	W95	D
	3	OD	16MB	2.1GB	Aug. 1997	J715BMS4403	W95	D
	4	EDP	32MB	2.1GB	Nov. 1997	J24BRX21044	W95	D

Printers

* Dot Matrix GENECON EP 1050 EP 1050 DX220 DX220 EP 1050 EP 1050 EP 1050 LQ1170 LQ1170	1	EDP			1988	805252		8BAND PRINTER
	2	AIPD			1988	V8M0061327		
	3	EDP			1988	O8M0001257		
	4	TTR			1988	MA94418		
	5	TTR			1988	MA94270		
	6	TMED			1988			
	7	CED			1988	OR10014631		
	8	HRD			1988			
	9	EDP			1994	4191008774		
* Laserjet 4 PLUS 4 PLUS 4V III 4 PLUS 4 PLUS 4 PLUS 4 PLUS 5L 6P 6P 6P 6P 6P	1	AIPD			1995	SN-AUX170		
	2	EDP			1995	JPFK021793		
	3	EDP			1996	JPFS012620		
	4	IDRD			1991	SPF20182777		
	5	TMED			1995	JPFQ021637		
	6	TMED			1995	JPFQ011775		
	7	CED			1995	JPFQ037185		
	8	MEED			1995	JPFQ041087		
	9	OD			1997			
	10	AIPD				SGDF009956		
	11	IDRD				SGDF009974		
	12	MEED				SGDF010082		
	13	HRD				SGDF014815		
	14	OD				SGDF009622		
* Deskjet 600 600 600 600 600 695C 695C 695C 695C 695C	1	EDP			1995			
	2	TTR			1995			
	3	CED			1995	SG54Q181X4		
	4	HRD			1995	SG54918IGN		
	5				1995	SG54918257		
	1	AIPD			1998	SG86F1F06M		
	2	EDP			1998	SG86G1F0TM		
	3	TTR			1998	SG86M1D0R8		
	4	TMED			1998	SG86G1F0T8		
	5	CHED			1998	SG86G1P0T5		

Others

* Scanner (HP Scanjet 5p)	1	EDP			1997	HG72H12117		
* Scanjet	1	EDP			1997	5110647-SPC		
* Modem	1	OD			1996			
	2	EDP		1	1997	A007531W570		for DTI-Net
* Hub	1	EDP		1	1997	7HOV030885		10/12 Port
	2	TMED		1	1996	7JAF014009		8/8 Port
	3	OD		1	1997			1/8 Port
* MO Drive	1	EDP			Feb. 1998	500108-SP		

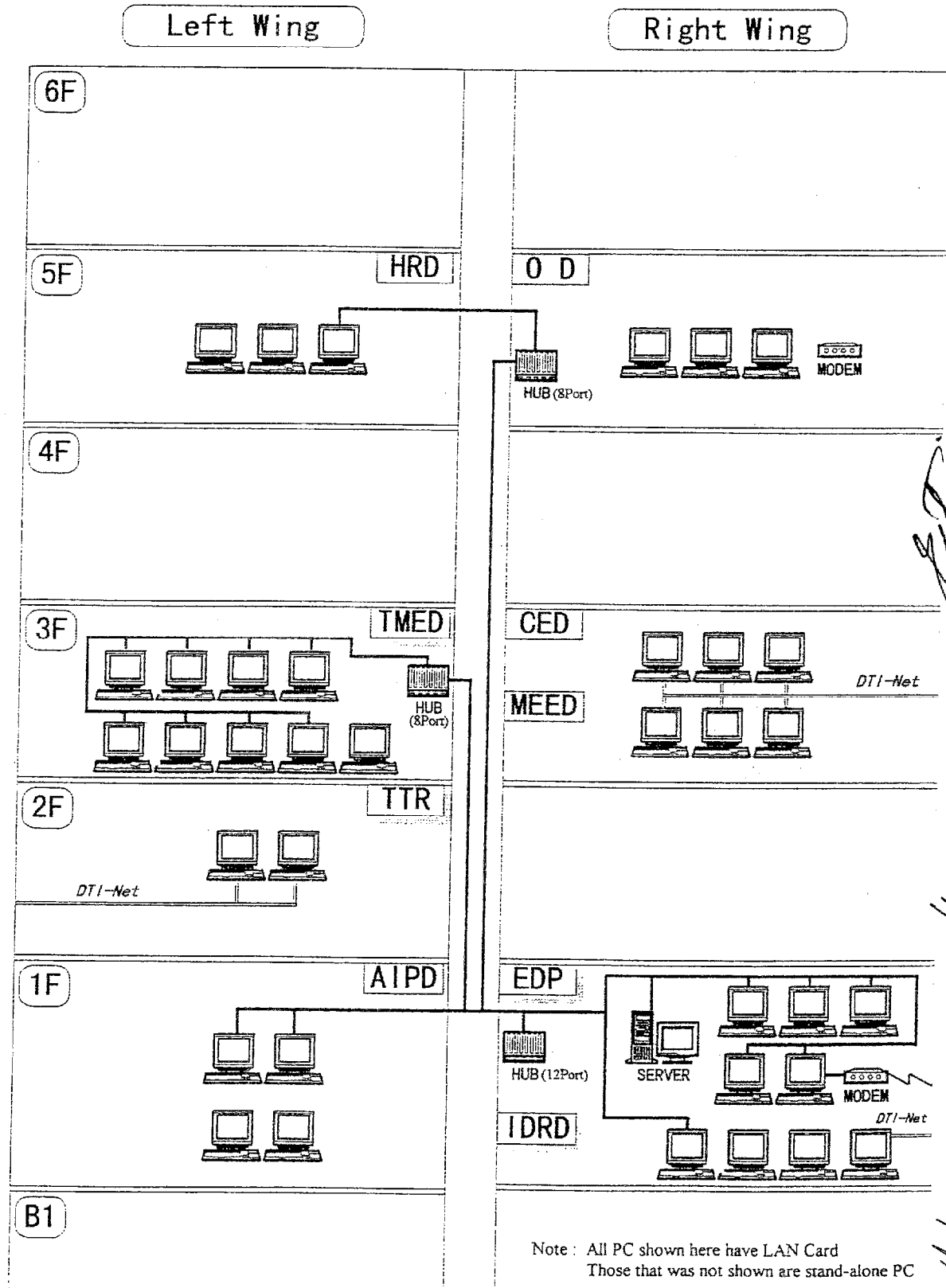
Software:

- a. MS Office Professional Version 4.2
- b. MS Office Professional Version 4.3
- c. MS Foxpro Windows
- d. MS Office Professional Version 97
- e. MS Visual Basic Version 4.0
- f. MS SQL Server Version 6.0
- g. MS Windows NT Server Version 4.0
- h. MS Office Professional Version 95
- i. Scanning Software (Corel & Paperport)
- j. Visio
- k. Eudora
- l. Internet Explorer 4
- m. Netscape Communicator 4.04
- n. Adobe
- o. Acrobat Reader
- p. MS Office 97 SBE

Legend:

- AIPD - Application, Issuance and Publication Division
- EDP - Patent/Trademark Registry and EDP Division
- IDRD - Information, Documentation and Research Division
- TTR - Technology Transfer Registry
- TMED - Trademark Examining Division
- CED - Chemical Examining Division
- MEED - Mechanical Electrical Examining Division
- HRD - Hearing Division
- OD - Office of the Director

IPO NETWORK RELATION As of February 4, 1998



<i>Transportation, if sent from Japan</i>	Allocation	
1.From Japan to the port of Philippines	Japan	
2.Costums duty in Philippines, preservation charge	Philippines	
3.From the port of Philippines to IPO	Philippines	
<i>Installation and adjustment</i>		
1.Supervisors for installation and adjustment	Japan	
2.Workers for unpacking, installation and other labor	Philippines	
3.Replacement of electric plugs/power cable for the equipment, if necessary	Philippines	
<i>Maintenance for computer system, air conditioning systems and others</i>	Philippines	
<i>Power supply</i>		
1.Utility power (commercial power, moulded circuit breakers)	Philippines	
2.Main power distribution board	Philippines	
3.Power distribution board for servers,terminals, LAN and air conditioners	Philippines	
5.Cabling routes for power supply (cable duct, trench, cable rack, conduct pipe)	Philippines	
6.Cabling materials	Philippines	
7.Power outlet receptacles	Philippines	
8.Workers for installation of 1-7	Philippines	
<i>Local area network (LAN)</i>		
1.Cabling routes for LAN (cable duct, trench, cable rack, conduct pipe)	Philippines	
2.LAN cable (backbone LAN, branch LAN)	Japan	
3.Workers for installation of 1-2	Philippines	
<i>Grounding works, if necessary</i>		
1.Grounding materials	Philippines	
2.Workers for grounding for equipment, LAN and others	Philippines	
<i>Air conditoning facility, if necessary</i>	Philippines	
<i>Others</i>	Philippines	
(utilities, office supplies, office equipment such as furniture)		

ANNEX 10 Proposed Budget of IPO for 1999 & Annual Budget of IPO from 1996 to 1998

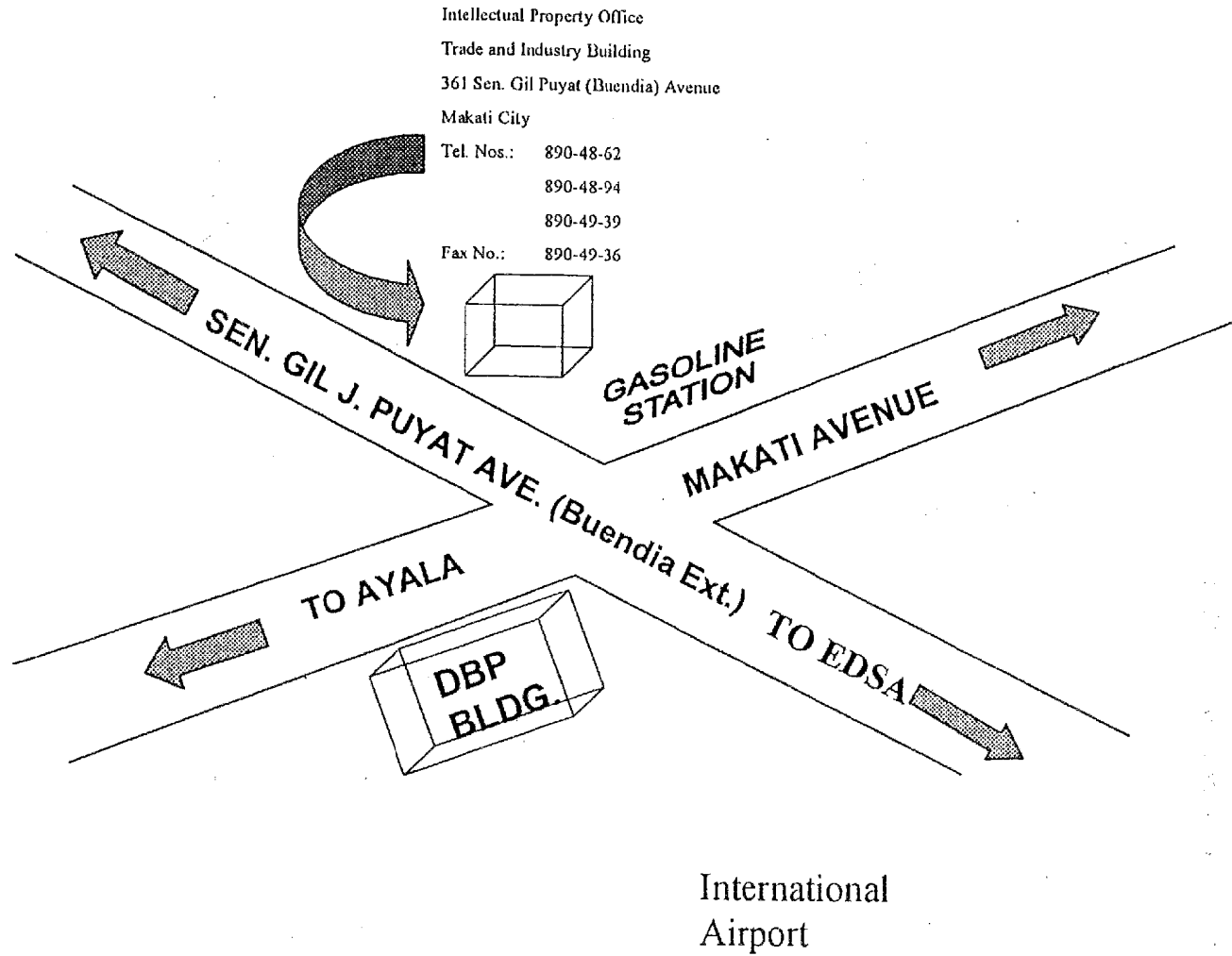
IPO Annual Budget
(In Thousand Pesos)

Particulars	1996	1997	1998	Proposed Budget 1999
	<i>Personal Services</i>			
Salaries	14,271	13,518	20,359	21,085
RATA	379	435	435	586
Casual	37	37	37	
Contractual	312	312		
Step Increment	143	135	204	
Bonus and Cash Gift	1,379	1,268	1,845	2,526
PERA	1,074	786	888	918
Additional Compensation	1,122	828	870	918
Terminal Leave Benefits	194			
Uniform Allowance	285	282	444	459
Pag-ibig Contributions	228	169	178	187
Medicare Premiums	86	63	67	71
ECIP	68	51	54	58
Productivity Incentive Benefits				306
Fixed Expenditures	1,356	1,284	1,934	2,533
Total Personal Services	20,934	19,168	27,315	29,647
<i>Maintenance & Other Operating Expenses (MOE)</i>				
Traveling	375	450	1,000	1,000
Communication	500	500	1,000	1,000
Maint. Of Motor Vehicles	375	350	400	400
Transportation	100	100	100	100
Supplies and Materials	1,620	1,620	2,000	2,000
Retirement Gratuity	717			
Rents				15,000
Water, Illumination and Power Services				6,000
Training and seminar	500	500	1,063	1,063
Extraordinary/Misc. Expenses	40	65	68	68
Gas and oil	200	200	300	300
Fidelity Bonds and Ins. Premiums	20	20	35	35
Other Services	2,417	10,078	12,500	12,500
Total MOE	6,864	13,883	18,466	39,466
<i>Equipment Outlay</i>	4,318	616	957	5,000
Total Appropriations	32,116	33,667	46,738	74,113

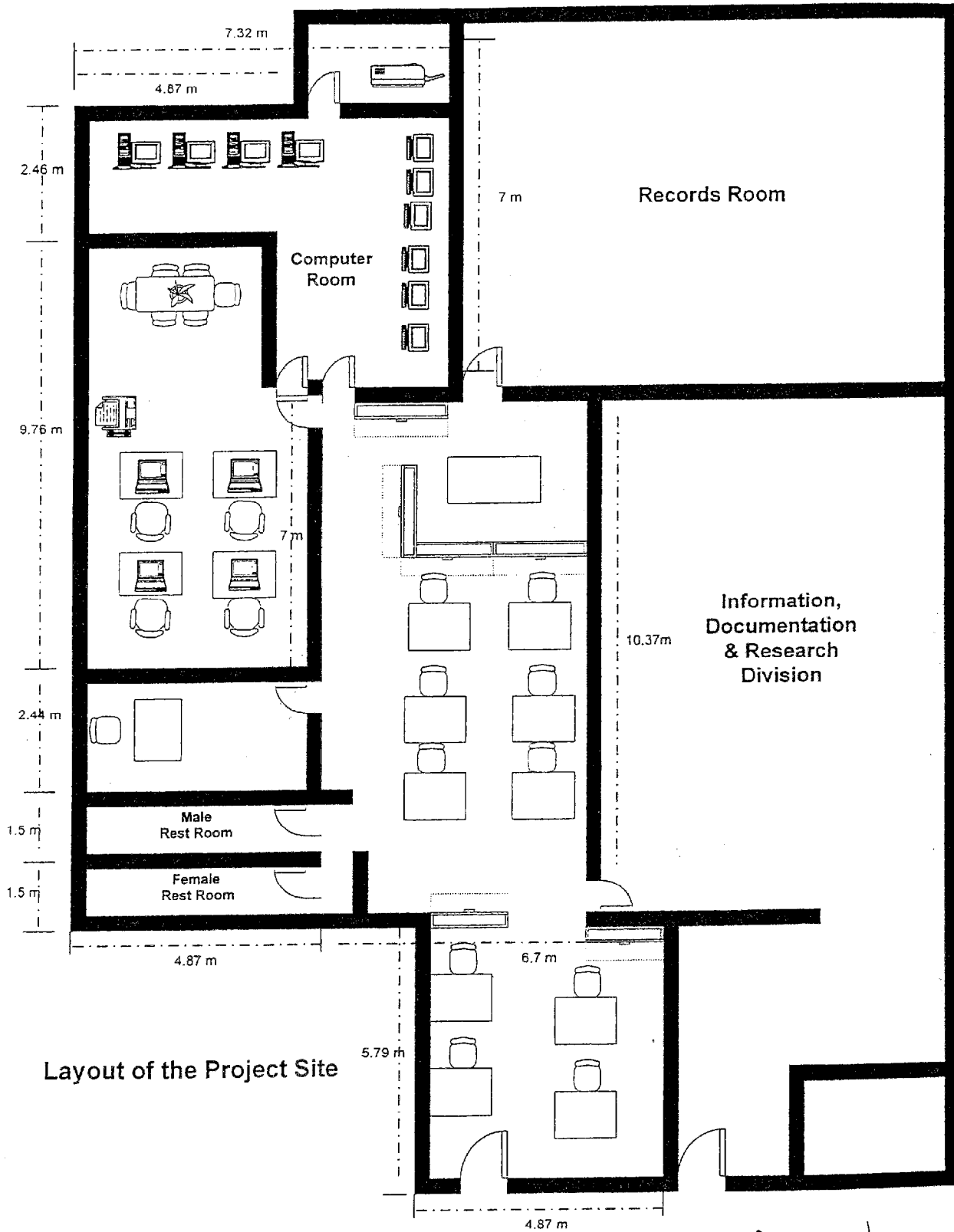
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ANNEX 11-1 Present Location Map of IPO



ANNEX 11-2 Layout of the project site



[Handwritten signatures]

LIST OF COUNTERPARTS

PROJECT DIRECTOR : MS. EMMA C. FRANCISCO (DIRECTOR GENERAL)

PROJECT MANAGER : MR. RONOL M. DELA CRUZ (ASSISTANT DIRECTOR)

NAME	PRESENT POSITION	FINAL EDUCATION
MR. ROLANDO B. SAQUILABON	CHIEF PATENT EXAMINER, IDRD	BACHELOR OF LAWS
MR. CECILIO FERNANDEZ	SENIOR PATENT PRINCIPAL EXAMINER	MBA
MS. ROSELLA FERNANDEZ	PATENT PRINCIPAL EXAMINER II	MA PUBLIC MANAGEMENT
MR. RESTITUTO E. MALIGAYA	INFORMATION SYSTEM ANALYST II	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN ACCOUTING
MR. LEONIDES T. GAVIN	COMPUTER OPERATOR II	BSC - MANAGEMENT
MS. TERESITA C. FERNANDEZ	TRADEMARK PRINCIPAL EXAMINER I	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING
MS. CORAZON M. MARQUESES	SUPERVISING PATENT/TRADEMARK EXECUTIVE EXAMINER	MBA
MR. LEO V. LOSANTAS	PATENT PRINCIPAL EXAMINER II	BS GENERAL MAJOR IN CHEMISTRY
MS. JOSEFINA JANDUSAY	ATTORNEY II	BACHELOR OF LAWS

ANNEX 13 FUNCTIONS AND COMPOSITIONS OF JOINT COORDINATING COMMITTEE

1. Functions

The joint coordinating committee will be held at least once a year and whenever necessity arises.

Its functions are as follows:

- (1) To settle on the Annual Plan of Operations (APO) of the Project in line with the Tentative Schedule of Implementation (TSI) and Technical Cooperation Program (TCP) formulated under the framework of the Record of Discussions,
- (2) To coordinate necessary actions to be taken by both sides,
- (3) To review the overall progress of the TCP as well as the achievement of the AWP,
- (4) To exchange views on major issues arising from or in connection with the TCP.

2. Composition

(1) Chairperson

Director General of IPO

(2) Committee Members

(Philippine Side)

- a. Representative(s) of NEDA
- b. Representative(s) of DTI
- c. Representative(s) of IPO

d. Other personnel concerned with the Project decided by the Philippine Side

(Japanese Side)

- a. Chief Advisor
- b. Coordinator
- c. Japanese Experts designated by the Chief Advisor
- d. Representative(s) of the JICA Office in the Republic of the Philippines
- e. Other personnel concerned to be decided and dispatched by JICA, if necessary

Note : Official(s) of the Embassy of Japan in the Republic of the Philippines may attend the Committee as observer(s).



ANNEX 14 FIVE (5) BASIC EVALUATION COMPONENTS

1 Five Basic Evaluation Components

The five basic components defined by JICA as mentioned below are in line with those used for the evaluation works by DAC and other international assistance organization. Introduction of these components has enabled a consistent, well-balanced evaluation, which minimizes evaluator bias. Further, it allows us to share the results, knowledge and lessons with other aid organizations, since we are using common components and can discuss with them from the same viewpoints.

(1) Efficiency

Evaluate the method, procedure, term and cost of the project with a view to productivity.

(2) Effectiveness

Evaluate the results in comparison with the goals (or revised ones) defined at the initial or intermediate stage, and evaluate the attributes (factors and conditions) of the results.

(3) Impact

Evaluate the positive and negative effects of the project, extent of the effect and beneficiaries.

(4) Relevance

Preliminary evaluate whether the needs in the country have been correctly identified, and whether the design is consistent with the national and/or master plan.

(5) Sustainability

Evaluate the autonomy and sustainability of the project after the termination of cooperation, from the perspectives of operation, management, economy, finance and technology.

2 Relation between Five Basic Components and PDM

The five components are used for the evaluation and a selection of a project. These components are directly connected to the elements of PDM as shown in the Figure in the following page.

(1) Efficiency

The component "Efficiency" is a measure to qualitatively and quantitatively compare all resource (input) to the results (output) of the project in order to



evaluate the economic efficiency of conversion from input to output.

(2) Effectiveness

The component "Effectiveness" is a measure to evaluate whether the project purpose has been achieved or not, or to evaluate how much the outputs contributed to the achievement of the project purpose, or to evaluate whether or not the characteristics of the outputs were as expected.

(3) Impact

The component "Impact" is a foreseeable or unforeseeable, and a favorable or adverse effect of the project upon society. To evaluate impact, both the overall goal and project purpose should be referred to in the beginning of the evaluation. Evaluation with these components could lead to more than the confirmation as whether or not the overall goal have been obtained. Evaluation with this component requires comprehensive surveys in many cases.

(4) Relevance

The component "Relevance" is to comprehensively evaluate whether or not the project meets the overall goal, politics of both the donor and recipient, local needs and given priority levels, in order to decide whether the project should be continued, reformulated or terminated.

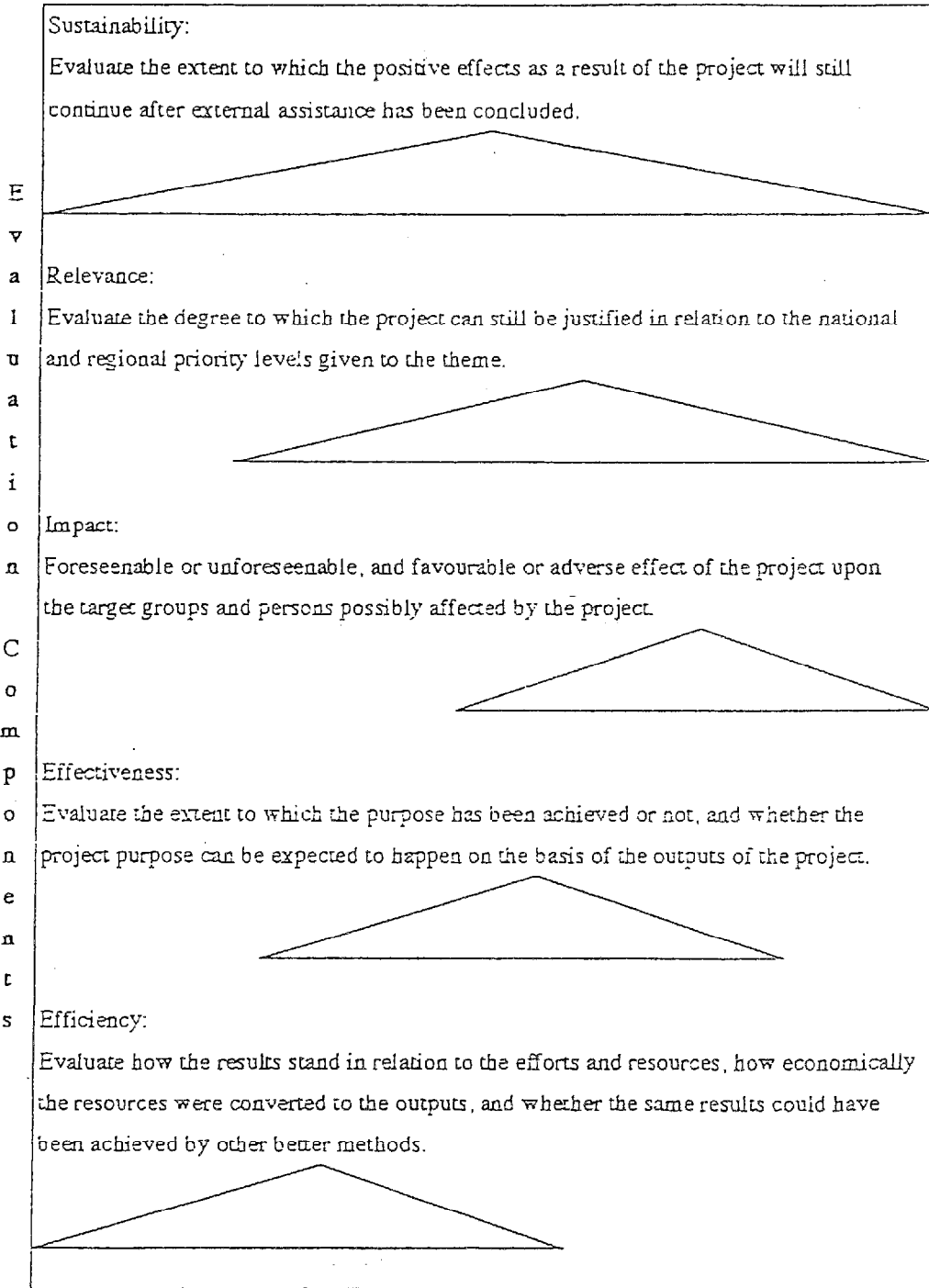
(5) Sustainability

The component "Sustainability" is to comprehensively evaluate how long the favorable effect as a result of the project can continue after the project has been terminated. Evaluation with this component is required to decide how much the local resources should continue to be used for the project, and to evaluate how much the country receiving the assistance has been considering important. According to OECD (1989), "Sustainability" is a component to be used for the final test of the success of a development project.

All five components are essential for any of the projects or programs. The five components give necessary information to the decision maker so that he/she can decide how to approach the next step. Since each of the five components build on the intervention strategy, they also lay the foundation for standardization in monitoring and information handling within and among organizations and agencies.

In practice, each of the five components should also contain project-specific information.

Five Components vs Goal Hierarchy



Inputs	Outputs	Project Purpose	Overall Goal
--------	---------	-----------------	--------------

Goal Hierarchy

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ANNEX15

OR/D SAMPLE

RECORD OF DISCUSSIONS BETWEEN JAPANESE
 IMPLEMENTATION STUDY TEAM AND
 AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE REPUBLIC OF THE PHILIPPINES
 ON JAPANESE TECHNICAL COOPERATION
 FOR MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT

The Japanese Implementation Study Team organized by Japan International Cooperation Agency and headed by Mr. Takeshi Usami (hereinafter referred to as "the Team"), visited the Republic of the Philippines from _____ to _____ for the purpose of working out the details of the technical cooperation program concerning the Modernization of Industrial Property Administration Project in the Republic of the Philippines.

During its stay in the republic of the Philippines, the Team exchanged views and had a series of discussions with the Philippines authorities concerned with respect to desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Team and the Philippines authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Manila, Jan 20 1999

 Takeshi Usami
 Leader
 Japanese Implementation Study Team

 Emma C. Francisco
 Director General
 Intellectual Property Office

Japan International Cooperation Agency
 (Japan)

The Republic of the Philippines





ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of the Republic of the Philippines will implement the Modernization of Industrial Property Administration Project (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, the Government of Japan will take, at its own expense, the following measures through Japan International Cooperation Agency (hereinafter referred to as "JICA") according to the normal procedures under the technical cooperation scheme of the Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific (hereinafter referred to as "the Colombo Plan").

1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts as listed in Annex II.

2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of the Republic of the Philippines upon being delivered C.I.F. to the Philippines authorities concerned at the ports and/or airports of disembarkation.

3. TRAINING OF THE PHILIPPINES PERSONNEL IN JAPAN

The Government of Japan will receive the Philippines personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES

1. The Government of the Republic of the Philippines will take necessary measures to ensure self-reliant operation of the Project during and after the period of Japanese technical cooperation, through the full and active involvement of all related authorities, beneficiary groups and institutions in the Project.
2. The Government of the Republic of the Philippines will ensure that the technologies and knowledge acquired by the Philippines nationals as a result of Japanese technical cooperation will contribute to the economic and social development of the Republic of the Philippines.
3. The Government of the Republic of the Philippines will grant in the Republic of the Philippines privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families, which are no less favorable than those accorded to experts of third countries working in the Republic of the Philippines under the Colombo Plan Technical Cooperation Scheme.
4. The Government of the Republic of the Philippines will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of the Republic of the Philippines will take necessary measures to ensure that the knowledge and experience acquired by the Philippines personnel through technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in the Republic of the Philippines, the Government of the Republic of the Philippines will take necessary measures to provide at its own expense for the Project:
 - (1) Services of the the Republic of the Philippines counterpart personnel and administrative personnel as listed in Annex IV;
 - (2) Land, buildings and facilities as listed in Annex V;
 - (3) Supply or replacement of machinery, equipment instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above;
 - (4) Means of transport and travel allowances for the Japanese experts for official travel within

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the Republic of the Philippines ; and

- (5) Suitably furnished accommodations for the Japanese experts and their families.
7. In accordance with the laws and regulations in force in the Republic of the Philippines, the Government of the Republic of the Philippines will take necessary measures to meet:
 - (1) Expenses necessary for transportation within the Republic of the Philippines of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;
 - (2) Customs duties, internal taxes and any other charges imposed in the Republic of the Philippines on the Equipment referred to in II-2 above; and
 - (3) Running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Director-General, Intellectual Property Office, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Director, Intellectual Property Office, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will provide necessary technical guidance and advice to the Philippines counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

* if necessary

- (6. The organization chart of the Project is shown in Annex VII.)

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Philippines authorities concerned at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of the Republic of the Philippines shall bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of the Philippines except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with, this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Republic of the Philippines, the Government of the Republic of the Philippines will take appropriate measures to make the Project widely known to the people of the Republic of the Philippines.



IX. TERM OF COOPERATION

The duration of technical cooperation for the Project under this Attached Document will be 4 years from _____.

ANNEX I MASTER PLAN

ANNEX II LIST OF JAPANESE EXPERTS



- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV LIST OF the Philippines COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE

ms. [signature]

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ANNEX 16 LIST OF THE ATTENDANTS AT THE DISCUSSION

1. The Japanese Side

(1) Supplementary Study Team

Kazuo Hoshino	Technology Transfer Planning
Yasuhiro Yokosawa	Cooperation Planning
Toru Yamazaki	Equipment Planning
Chieko Maruyama	Equipment Planning

(2) JICA Office in the Republic of the Philippines

Toshiyuki Kuroyanagi	Deputy Resident Representative
Hajime Nakazawa	Assistant Resident Representative

(3) Embassy of Japan

Kunihiko Shinoda	First Secretary
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(4) Hiroo Takagi

JICA expert to IPO

2. The Philippine Side

(1) IPO

Emma C. Francisco	Director-General
Ronol M. Dela Cruz	Assistant Director
Cecilio Fernandez	Senior Patent Principal Examiner Mechanical & Electrical Examination Division
Rosella Fernandez	Patent Principal Examiner Chemical Examination Division
Restituto E. Maligaya Jr.	Information System Analyst II Patent & Trademark Registry and EDP Division
Leonides T. Gavin	Computer Operator II Patent & Trademark Registry and EDP Division

(2) NEDA (National Economic and Development Authority)

Lawrence Nelson C. Guevara	Public Investment Staff
Victorio Pujalte	Project Monitoring Staff

