

フィリピン共和国
工業所有権近代化
実施協議調査団報告書

1999年1月

国際協力事業団

序 文

フィリピン共和国政府は、工業化による経済開発をその重点施策の一つとして、外国からの投資及び自国製品の輸出促進に力を注いでおり、そのための基盤整備として、フィリピン共和国における特許・商標等の権利保護体制、技術者や研究者等が広く、簡単に工業所有権情報にアクセスできる環境などの整備が必要となっています。

しかしながら、フィリピン共和国における特許、実用新案、意匠、商標を含め、知的所有権行政全般を所管している貿易工業省知的所有権庁（IPO）は、出願書類を現在、人力のみにより処理しているために、フィリピン共和国における外国企業からの工業所有権の権利化に相当な時間がかかっていたり、また、外部への情報提供なども非効率なものとなっています。

以上のことから、IPOにおける行政手続き及び公共への工業所有権サービスの効率化のためのコンピュータシステムの構築は急務となっています。

そこで、IPOの事務及び審査効率化、工業所有権に関する情報の提供のために必要なコンピュータ化されたシステムを構築することにより、IPOの近代化を図ることを目的として、平成9年9月我が国に対してプロジェクト方式技術協力を要請してきました。

この要請を受け、日本政府は国際協力事業団を通じて平成9年12月に事前調査団を派遣し、フィリピン側とより具体的で実施可能性の高いプロジェクトの枠組み作りを行うとともに、平成10年10月短期調査団を派遣し、協力内容や機材の仕様など投入の詳細について協議・確認しました。

上記調査結果を踏まえ、平成11年1月11日から15日まで派遣された実施協議調査団は、協力実施に際しての具体的な実施体制及び技術協力全体計画について、フィリピン側と詳細な協議を行い、討議議事録（R/D）に取りまとめ、署名・交換を行いました。

本報告書は、同調査団の調査結果を取りまとめたものです。ここに本調査団派遣に関し、ご協力いただいた日本・フィリピン両国の関係各位に対し、深甚なる謝意を表すとともに、併せて今後のご支援をお願いする次第です。

1999年1月

国際協力事業団

理事 安本 皓 信



(手前右から JICA 黒柳次長、IPO フランシスコ長官星野団員)
調査団と C/P たち



協議に臨む C/P

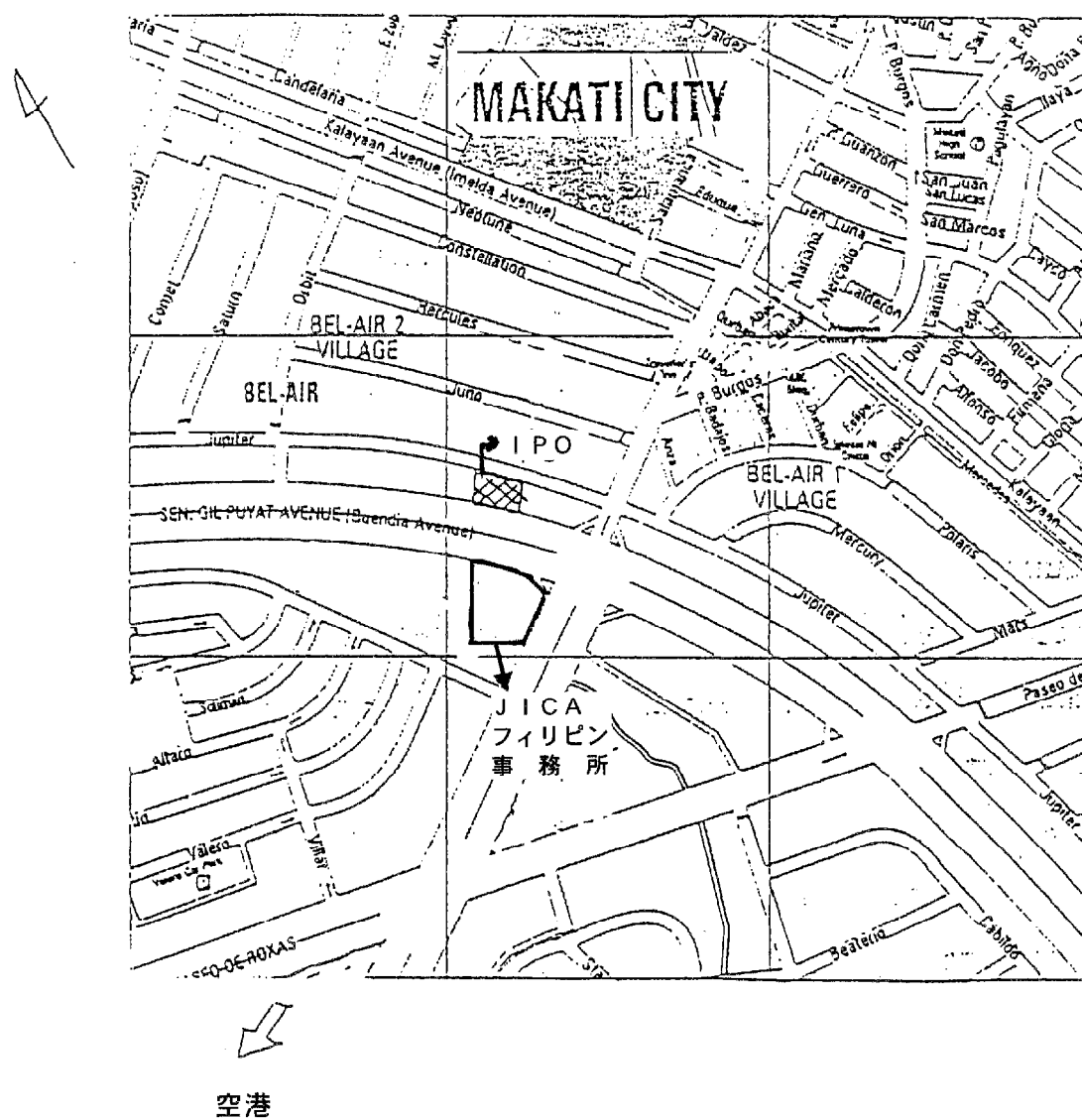


署名を行う、IPO フランシスコ長官（左）と JICA 黒柳次長



署名後のスピーチ
貴賓席中央は DTI 次官 Jose. T. Pardo 氏

プロジェクト位置図



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1 . 実施協議調査団の派遣

1 - 1 要請の背景

フィリピン共和国政府は工業化による経済開発をその重点施策の一つとしており、その一環として外国からの投資、輸出促進に力を注いでいる。そのため基盤整備として、特許、商標権の権利保護体制及び技術者、研究者等が広く、簡単に工業所有権にアクセスできる環境の整備が必要となっている。加えて、フィリピン国はASEAN 共同特許庁構想において中心的な役割を担っていることから、他 ASEAN 諸国に増して、上記の工業所有権に係る自国の体制及び環境の整備は急務となっている。

しかしながら、フィリピン国における特許、実用新案、意匠、商標を含め、知的所有権行政全般を所管している貿易工業省知的所有権庁（IPO）は、出願書類を紙でかつ人力のみにより処理しているために、フィリピン国における外国企業からの工業所有権の権利化に相当な時間を要しており、また、外部への情報提供なども非効率的なものとなっている。

以上のことから、IPO における行政手続き及び公共への工業所有権サービスの効率化のためのコンピュータシステムの構築は急務となってきている。

このためフィリピン政府は、IPO の事務及び審査効率化、工業所有権に関する情報の提供のために必要なコンピュータ化されたシステムを構築することにより IPO の近代化を図ることを目的として、1997 年 9 月我が国に対してプロジェクト方式技術協力を要請してきた。

なお、JICA は既に IPO に個別派遣専門家を派遣し、商標における検索、管理のための基本的な自動化システム構築に協力している。

1 - 2 調査団の派遣

(1) 調査団派遣の経緯と目的

1997 年 12 月に派遣された事前調査団、1998 年 9 月から 10 月に派遣された短期調査員、機材計画調査員により、フィリピン側要請内容の確認、プロジェクト方式技術協力のスキームの説明、実施機関の組織などの実施能力の確認、また、プロジェクトの協力内容として技術協力計画（案）の作成（プロジェクト・デザイン・マトリックス（PDM）（案）、技術協力計画（TCP）（案）、暫定実施計画（TSI）（案）、活動計画（PO）（案））並びに機材協力計画（案）について、フィリピン側と協議を行い、結果をミニッツにまとめ署名・交換を行った。

今回の実施協議調査団は、先に合意している事前調査及び短期・機材計画調査結果を踏まえ、プロジェクト実施に際しての日本・フィリピン双方の責任分担を再確認するとともに、既に作成済みの PDM 案、TCP 案、PO 案及び TSI 案の作成について再確認を行い、これに基づく 1999 年度の年次活動計画（APO）を作成する。さらに協力開始までに整理すべき懸案・検

討事項についても協議し、合意事項を討議議事録（Record of Discussions: R/D）、ミニッツに取りまとめ、署名・交換することを目的として派遣する。

(2) 調査団の構成

分 野	氏 名	所 属
技術移転計画	星野 和男	通商産業省特許庁国際課海外協力第一係長
工業所有権システム	織田 重明	財団法人 日本特許情報機構公務部国際課長
プロジェクト協力企画	丸山智恵子	国際協力事業団鉱工業開発協力部 鉱工業開発協力第二課特別嘱託

1 - 3 調査日程

日数	月 日	曜日	調査内容・行程
			実施協議団員
1	1月11日	月	午前 移動 成田（JAL741） マニラ 午後 JICA フィリピン事務所打合せ
2	1月12日	火	午前 知的所有権庁（IPO）表敬 IPO との協議（APO）
3	1月13日	水	終日 IPO との協議（R/D 案、M/D 案）
4	1月14日	木	午前 R/D、M/D 署名・交換 午後 JICA フィリピン事務所報告 在フィリピン日本大使館報告
5	1月15日	金	午前 NEDA への報告 午後 移動 マニラ（JAL741） 成田

1 - 4 主要面談者

<フィリピン側>

(1) IPO（知的所有権庁）

Emma C. Francisco	Director-General
Ronol M. Dela Cruz	Deputy Director-General
Josephine Rima Santiago	Deputy Director-General
Roland B. Saquilabon	Chief Patent Examiner
Cecilio Fernandez	Senior Patent Principal Examiner Mechanical & Electrical Examination Division
Rosella Fernandez	Patent Principal Examiner Chemical Examination Division
Corazon M. Marqueses	Supervising Patent/ Trademark Executive Examiner
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
Teresita C. Fernandez	Trademark Principal Examiner I

(2) NEDA (国家経済開発庁)

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

< 日本側 >

(1) 実施協議調査団

星野 和男	団員
織田 重明	団員
丸山智恵子	団員

(2) JICA マニラ事務所

黒柳 俊之	次長
中澤 哉	所員

(3) 日本大使館

篠田 邦彦	一等書記官
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(4) 高木 宏雄 JICA 個別派遣専門家 (IPO)

２．調査・協議項目と結果

調査・協議項目	経 緯 ・ 現 状 等	対 処 方 針	調査・協議結果
1．工業所有権 の状況 (1) 概要	<p>1) 下記を事前調査時に確認している。</p> <p>フィリピンはWIP設立条約、パリ条約、ブタペスト条約、ベルヌ条約、WTO/TRIPS 協定に加盟している。PCT(特許協力条約)へは加盟していない。</p> <p>法律面では、1947年に施行された特許法(商標法は1957年に施行)以来の先発明主義を変更し、先願主義を採択した「新知的所有権法」が1997年6月に採択された。新法は特許、実用新案、意匠、商標を包括的に規程するもので、施行は1998年1月である。</p> <p>なお、「新知的所有権法」においては、先願主義採用のほか、特許存続期間を出願日から20年とし、新たに出願公開制度を採用している。</p> <p>また、実用新案、意匠は無審査登録へ移行された。</p> <p>2) 事前調査時に「知的所有権法」、「フィリピン工業所有権年報」ほか統計資料などを入手している。</p> <p>3) 事前調査時のフィリピン出願状況、審査処理期間は以下のとおり。</p> <p>出願件数の伸び</p> <p>特許出願件数の伸び：12% (1995～1996年)</p> <p>商標出願件数の伸び：20% (1995～1996年)</p> <p>1997年出願数</p> <p>発 明 3,565</p> <p>実用新案 583</p> <p>意 匠 878</p> <p>審査処理期間</p> <p>特許処理継続期間：3年10か月</p> <p>商標処理継続期間：2年2か月</p> <p>ASEAN 共同特許庁設立に向け、フィリピンに限らず、ASEAN 各国は、自国の工業所有権保護・管理体制の整備が望まれている。中でも、フィリピンは共同特許庁設立の中心的役割を果たしており、他国に増して上記体制の整備が急務となっている。</p>	<p>・左記について現状を確認するとともに、最新の統計資料などを入手する。</p>	<p>・左記について現状を確認した。</p>

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	<p>・事務処理短縮可能項目は下記のとおり</p> <p>(a) 各種帳簿への記帳</p> <p>(b) 公報編集・作成</p> <p>(c) 方式審査</p>		
(2) 国家開発計画との整合性	<p>前ラモス政権での中期開発計画(1993～1998)において工業化による経済開発、外国からの投資誘致は重要政策として掲げられていた。</p> <p>短期調査時にエストラダ政権においても、工業所有権保護の政策が継続していることを確認した。</p>	・左記を再確認する。	・左記を再確認した。
(3) 課題と対策	<p>1) 課題</p> <p>出願件数が近年急速に伸びている一方、事務処理や審査が遅延しており、審査の品質も問題となっている。</p> <p>産業界及び国民一般における知的所有権に対する認識が不足している。</p> <p>また、模造品などを取り締まる権利行使手続き(エンフォースメント)が不足である。</p> <p>2) 対策</p> <p>「フィリピン2000」行動計画に従い、工業所有権政策の普及・啓蒙を通じた「国際競争力の強化」を協力に推進している。</p> <p>フィリピン側にプロジェクト方式技術協力との関係を説明して理解を得た。</p>	・左記を再確認する。	・左記を再確認した。
2. プロジェクト名称	<p>短期調査時に以下のとおり確認し、英名はミニッツに記載している。</p> <p>(和) 工業所有権近代化</p> <p>(英) Modernization of Industrial Property Administration</p>	・左記を確認し、結果をR/Dに記載する。	・左記を確認し、結果をR/Dに記載した。
3. 関係機関 (1) 援助受入れ窓口	<p>国家経済開発庁 (NEDA- National Economic Development Authority)</p> <p>事前調査時に本プロジェクト方式技術協力実施に際し、最大限支援をしたい意向を確認している。</p>	・左記に変更なきことを確認する。	・左記に変更なきことを確認した。

調査・協議項目	経 緯 ・ 現 状 等	対 処 方 針	調査・協議結果
(2) 所轄官庁	貿易工業省 (DTI- Department of Trade and Industry) 事前調査時に、本プロジェクトへの期待の大きさを確認している。また、大統領選挙により本プロジェクト実施に対する影響はありえない旨、次官補より発言がされている。	・左記に変更なきことを確認する。	・左記に変更なきことを確認した。
(3) 実施機関	特許商標技術移転局 (BPTTT- Bureau of Patents, Trademarks and Technology Transfer) 1998年1月に組織改正があり、下記に変更されている。 知的所有権庁 (IPO- Intellectual Property Office) 短期調査にて以下を確認し、ミニッツに記載する。 職員数(1997年現在) 159名 うち 管理職 3名 特許審査官 60名 商標審査官 27名 貿易産業開発専門官 9名 審判官 6名 事務等 54名	・左記を確認し、R/Dに記載する。 ・最新のIPOの人員配置及び来年度以降の配置予定を確認し、ミニッツに記載する。	・左記を確認し、R/Dに記載した。 ・最新のIPOの人員配置及び来年度以降の配置予定を確認し、ミニッツに記載した。 ただし、IPOにおいては現在組織改編が進行中であり、新たな変更が予想される。
4. プロジェクト実施体制	IPOのManagement Information System and EDP Bureauを中心に協力を実施することを確認する。 現在派遣中の個別専門家のC/Pが中核となることを確認するとともに、本プロジェクト開始後は、本プロジェクトに絞った協力を行うことも確認している。 個別専門家は1999年4月で任期が終了する予定であったが、1年間任期延長が決定されたため、新たな人員投入が重要となっている。	・個別専門家とのC/P配置に関して、商標系システムの保守は新たに人員投入をするよう再度協議を行い、結果をミニッツに記載する。	・協力範囲が発明ばかりでなく、実用新案・意匠を含むことを踏まえ、IPO側の人員投入増加の必要性を説明し理解を得た。その結果をミニッツに記載した。
(1) 総括責任者 (Project Director)	短期調査時に下記とすることを再確認し、ミニッツに記載している。 (1) 総括責任者 IPO長官	・左記に変更なきことを確認し、R/D、ミニッツに記載する。	・左記に変更なきことを確認し、R/D、ミニッツに記載した。

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(2) 実施責任者 (Project Manager)	(2) 実施責任者 The Management Information System and EDP Bureau 局長	・ 左記に変更なきことを確認し、R/D、ミニッツに記載する。	・ 左記に変更はないが当該局長の大統領からの正式指名が行われていないので、当分の間副長官の Dela Cruz 氏が兼任している。
(3) 合同調整委員会	短期調査時に委員会の目的、メンバーについて協議し、結果をミニッツに記載している。	・ 左記に変更なきことを確認し、R/D、ミニッツに記載する。	・ 協議の結果、フィリピン側メンバーのうち、DTI 代表者を除くこととし、R/D、ミニッツに記載した。
5 . 協力期間	短期調査時に協力期間は 4 年間とし、ミニッツに記載している。	・ 左記に変更なきことを確認し、R/D に記載する。	・ 左記に変更なきことを確認し、R/D に記載した。
6 . プロジェクトの内容	<p>事前調査時に下記分野を技術移転分野とすること詳細については短期調査時に協議することを確認しミニッツに記載している。</p> <p>1) 庁内近代化に必要な事務処理及び審査の効率化 書誌及び文献データに対する協力 また、次の分野については、本プロジェクトの範囲外とし、フィリピン側の自助努力により実施する旨確認し、ミニッツに記載している。</p> <p>2) 工業所有権情報の提供 また、短期調査時に当プロジェクトでの技術移転は特許事務処理について行い、他の分野についてはフィリピン側で行うものとする旨説明したところ、フィリピン側から 1999 年 1 月から実施された新法の下では、特許・実用新案・意匠の法の下での相互関係が強化されたので、実用新案並びに意匠も協力分野に入れて欲しい旨、要請があった。これに対して、機材・ソフトの増分について調査したところ、機材の増分はなく、ソフトについて若干の増分が生じることが判明した。 これを帰国報告会にて報告し関係者間で検討の結果、実用新案並びに意匠も協力分野に入れることとした。</p>	<p>・ 左記に変更なきことを確認し、R/D、ミニッツに記載する。</p> <p>・ 左記を説明し、R/D、ミニッツに記載する。</p> <p>・ 本プロジェクトで使用する“ Patent ”の定義は、特許・実用新案・意匠の 3 分野を含む旨説明し、ミニッツに記載する。</p>	<p>・ 左記に変更なきことを確認し、R/D、ミニッツに記載した。</p> <p>・ 左記を説明し、R/D、ミニッツに記載した。</p> <p>・ 左記を説明し、ミニッツに記載した。</p>

調査・協議項目	経緯・現状等	対処方針	調査・協議結果
(2) 技術移転項目	<p>短期調査時に再確認している技術移転項目は以下のとおり。</p> <p>1) 書誌及び文献データベースの構築</p> <p>2) 上記データベースの維持管理及び効率化</p> <p>3) 上記データベース及び周辺機器の運用</p> <p>4) 特許事務処理システムの管理</p> <p>また、ステップ1で書誌データ処理、ステップ2で文献データ処理に関する技術移転を行うこととしている。</p> <p>上記協議に基づき、TCP案、PO案を作成しミニッツに添付した。</p>	・左記に変更なきことを確認し、ミニッツに記載する。	・左記に変更なきことを確認し、R/D、ミニッツに記載した。
(3) 上位目標	<p>事前調査ミニッツに合意した暫定マスタープラン中に、以下のとおり記載した。</p> <p>「フィリピン共和国において知的所有権付与に係る能力が強化される」</p> <p>短期調査では「フィリピンIPOが工業所有権を早期にかつ正確さを増して付与することができるようになる」と変更し、ミニッツに記載した。</p>	・左記に変更なきことを確認し、R/D、ミニッツに記載する。	・左記に変更なきことを確認し、R/D、ミニッツに記載した。
(4) プロジェクト目標	<p>事前調査ミニッツに合意した暫定マスタープラン中に、「IPO内における事務・審査能力が促進される」と記載した。</p> <p>短期調査では「IPOにおいて、特許事務処理が促進される」に変更した。</p>	・左記を再確認し、R/D、ミニッツに記載する。	・左記を再確認し、R/D、ミニッツに記載した。
(5) 成果	<p>短期調査での協議の結果下記のように、修正及び変更を行いミニッツに記載した。</p> <p>0 プロジェクトの組織・運営体制が整備される。</p> <p>1 特許事務処理の現状分析と改善策を提示できる人材が育成される。</p> <p>2 適切な機材が導入され、適切に維持・管理される。</p> <p>3 書誌データベースが構築され、活用される。</p> <p>4 文献データベースが構築され、活用される。</p> <p>5 特許事務処理システムを運用できる人材が育成される。</p>	・左記を再確認し、R/D、ミニッツに記載する。	・左記を再確認し、R/D、ミニッツに記載した。

調査・協議項目	経 緯 ・ 現 状 等	対 処 方 針	調査・協議結果
(6) 活動	<p>事前調査時、本プロジェクト方式技術協力においては、特許事務処理の効率化に必要なデータベース、システム構築をツールとして協力を行うが、これまでの商標分野における成果も最大限活用していくことを説明し、合意を得るとともに、その旨をミニッツに記載した。</p> <p>短期調査の協議の結果をミニッツに下記のとおり記載した。</p> <p>0-1 計画どおり、人員を配置する。</p> <p>0-2 予算を措置し、適切に執行する。</p> <p>1-1 特許事務処理の業務を分析する。</p> <p>1-2 指標データを収集する。</p> <p>1-3 特許事務処理業務のフローを作成する。</p> <p>1-4 特許事務処理業務検討連絡会を組織する。</p> <p>2-1 必要な機材の導入計画を作成する。</p> <p>2-2 必要な機材を選定する。</p> <p>2-3 機材を調達・導入する。</p> <p>2-4 主な機材の操作マニュアルを作成する。</p> <p>書誌データベース</p> <p>3-1 機能ニーズ、必要データの抽出をする。</p> <p>3-2 データベース構築のための設計をする。</p> <p>3-3 データベースヘデータを蓄積する。</p> <p>3-4 データベースプログラムを検証する。</p> <p>3-5 データベース機能テストをする。</p> <p>3-6 端末操作マニュアルを作成する。</p> <p>3-7 データベースを活用した特許事務処理への業務移行を実施する。</p> <p>文献データベース</p> <p>4-1 機能ニーズ、必要データの抽出をする。</p> <p>4-2 データベース構築のための設計をする。</p> <p>4-3 データベースヘデータを蓄積する。</p> <p>4-4 データベースプログラムを検証する。</p>	<p>・左記を再確認し、ミニッツに記載する。</p>	<p>・左記を再確認し、ミニッツに記載した。</p>

調査・協議項目	経緯・現状等	対処方針	調査・協議結果
	5-1 システム機能テストをする。 5-2 システム操作マニュアルを作成する。 5-3 特許事務処理システムへの業務移行を実施する。 5-4 システム運用状況報告を作成する。 5-5 システムの稼働・利用状況を評価する。 5-6 指標データを収集する。 5-7 システムを利用した事務処理マニュアルを作成する。 5-8 システム利用者に対する端末操作の研修を行う。 5-9 システムを利用した事務処理研修を定期的実施する。 5-10 総合メンテナンス計画を作成する。		
(7) 日本側投入 1) 専門家派遣	長期専門家 以下の5名を派遣することで合意し、事前調査ミニッツに記載した。 (a) チーフアドバイザー (b) 業務調整 (c) 書誌データベース (d) 文献データベース (e) コンピュータシステム	・左記を再確認し、R/D、ミニッツに記載する。	・左記を再確認し、R/D、ミニッツに記載した。 ・プロジェクト開始に合わせ、業務調整員並びに書誌の専門家は5月中旬、リーダーは人選の関係で6月下旬に派遣の予定である。
2) 短期専門家	・短期専門家については、長期専門家の技術移転の補完として、必要最低限の人数を派遣することをフィリピン側に説明し、事前調査ミニッツに記載した。 現時点で必要と想定される短期専門家分野についてはミニッツに添付した。	・左記を再確認し、ミニッツに記載する。 ・初年度の短期専門家について、年次計画の協議の中で決定し、ミニッツに記載する。	・左記を再確認し、ミニッツに記載した。 ・初年度の短期専門家について、年次計画の協議の中で決定し、ミニッツに記載した。
3) 研修員受入れ	・研修員受入れの意義について、説明を行うとともに、必要最低限数を受け入れることを説明、合意し、その旨をミニッツに記載した。 短期調査では、今年度の研修受入れについて説明し候補者の選定を依頼した。	・初年度の研修員について、年次計画の協議の中で決定し、ミニッツに記載する。 ・A - 2、3フォームについて、再度説明する。	・初年度の研修員について、年次計画の協議の中で決定し、ミニッツに記載した。 ・A - 2、3フォームについて、再度説明した。
4) 機材供与	・事前調査時に以下を確認している。 システム構築を通しての技術移転に必要な最低限のハード及びソフト関	・左記を再確認し、技術移転に必要な機材を供与する旨 R/D、ミニッツに記	・左記を再確認し、技術移転に必要な機材を供与する旨 R/D、ミニッツに記

調査・協議項目	経緯・現状等	対処方針	調査・協議結果
	<p>連機材の供与を検討していることを説明すると同時に、環境整備も含め最大限フィリピン側に応分の負担を求めたい旨、説明し理解を得るとともに、その旨をミニッツに記載した。</p> <p>この際に、フィリピン側から、供与機材の維持管理の費用を考慮し、過大な機材とならないようにしてもらいたい旨、コメントがあった。</p> <p>現有機材を調査の上、必要機材リストを作成し、ミニッツに記載した。</p> <p>短期調査では、フィリピン側と協議の結果機材リストを作成し、ミニッツに添付した。</p> <p>費用分担について協議し、その結果をミニッツに添付した。</p> <p>機材計画調査にて、商標データベース構築で使用している機材との共有、現有機材の活用などを勘案した、供与機材仕様を協議・作成した。</p> <p>現地調達の可能性について調査し、これが可能と判明した。妥当性については本邦調達との比較について国内支援委員会で調査後、検討する。</p> <p>機材調達についての必要手続きを説明した。</p>	<p>載する。</p> <p>・左記を再確認し、ミニッツに記載する。</p>	<p>載した。</p> <p>・左記を再確認し、ミニッツに記載した。</p> <p>・必要機材については協力分野拡大に伴い、PC台数の増加が認められたが、その設置場所は技術移転計画に従うものとする旨、ミニッツに記載した。</p>
<p>(8) フィリピン側投入</p> <p>1) カウンターパート</p> <p>2) 予算(ローカルコスト)</p>	<p>事前調査時に以下を確認している。</p> <p>本件プロジェクト関連の職員 Administrative C/P Direct Technical C/P 専門家から直接技術移転を受ける。 Technical C/P 上記のC/Pから技術移転を受ける。</p> <p>Supporting Staff Administrative Staff</p> <p>短期調査において、C/Pの技術レベルについて調査を行い、C/Pリストをミニッツに添付した。</p> <p>・事前調査時に1996年、97年のBPTTT予算を確認し、ミニッツに記載している。</p> <p>また、1998年度の予算についても確認し、ミニッツに記載している。</p>	<p>・左記に変更なきことを再確認し、ミニッツに添付する。</p> <p>・左記を再確認し、ミニッツに記載する。</p> <p>・可能ならば、左記を裏付ける文書を入手する。そ</p>	<p>・C/Pについては協力分野拡大のため、適切な人員が配置される必要があることを説明し、フィリピン側が必要なC/Pを配置する旨、ミニッツに記載した。</p> <p>・左記を再確認し、ミニッツに記載した。</p> <p>・NEDAからは、当該規則は1998年限りの法令で</p>

調査・協議項目	経 緯 ・ 現 状 等	対 処 方 針	調査・協議結果
3) 施設・設備	<p>短期調査団に対しては、新法下で特別会計となったため、予算確保が容易となった旨、フィリピン側より説明があった。</p> <p>IPOの予算措置状況についてミニッツに添付した。</p> <p>機材通関に係る関税については、JICA 事務所に対して NEDA より、1999年1月1日以降に到着する機材については、従前どおりの手続きで通関できるようになる旨説明があった。</p> <p>事前調査時に、組織改正後、事務所移転の可能性について報告されている。</p> <p>また、日本人専門家の執務室及び供与機材設置スペースの確保をフィリピン側にて行う旨、ミニッツに記載している。</p> <p>事務所移転は1999年末までに実施される予定であるが、プロジェクト活動への大きな影響はないことを確認した。事務所移転により機材などの移転が必要となった場合は、その費用はフィリピン側が負担する旨ミニッツは記載した。</p>	<p>れが不可能な場合は、実施機関であるIPOが通関に係る諸税を負担する旨ミニッツに記載する。</p> <p>・左記に変更なきことを確認し、ミニッツに記載する。</p>	<p>あること、今年度は供与機材通関のための予算が確保されたこと旨、説明があった。</p> <p>・供与機材の通関に係る諸税はフィリピン側が負担する旨、R/D、ミニッツに記載。</p> <p>・左記に変更なきことを確認し、ミニッツに記載した。</p> <p>・事務所移転は第3四半期（フィリピン側会計年、日本では第2四半期）ないには完了の予定であり、IPO内でタスクフォースを組織して実行計画を進めている。候補地はカマティあるいはケソンがあがっている。</p>
(9) これまでのその他の協力	<p>EPO（欧州特許庁）がBPTTTに対して、特許事務処理ソフトウェア（コモンソフトウェア）とそのためのシステムの供与が提示されたが、人材育成面がなかったこと、著作権の観点から改造がしにくいなどからEPOからの協力を辞し、日本に協力を要請してきたという経緯がある。</p>		
(10) その他 1) PDM（案）	<p>PCM(Project Cycle Management) 手法概要(含む評価5項目)を説明し、フィリピン側の理解を得ている。</p> <p>PDM(案)を作成し、ミニッツに添付した。</p>	<p>・左記を再確認し、ミニッツに添付する。</p>	<p>・左記を再確認し、ミニッツに添付した。</p>

調査・協議項目	経緯・現状等	対処方針	調査・協議結果
2) PO、TSI、TCP(案)及び年次活動計画(APO)	短期調査時にPO、TSI、TCPの案を作成し、ミニッツに添付した。	・左記を再確認し、ミニッツに添付する。 ・APOについて協議し、ミニッツに添付する。	・左記を再確認し、ミニッツに添付した。 ・APOについて協議し、ミニッツに添付した。
3) R/D	短期調査時にR/Dサンプルを提示・説明し、ミニッツに添付した。	・R/D(案)をフィリピン側と協議し、署名交換する。	・フィリピン側と協議し、署名交換した。
4) 合同評価	・短期調査では、以下を再確認しミニッツに添付した。 評価5項目等、評価の詳細並びに、プロジェクト協力期間中及び数か月前に合同評価を行うことを説明した。	・左記を再確認し、ミニッツに記載する。	・左記を再確認し、ミニッツに記載した。
5) 使用言語	・英語で実施することを確認し、ミニッツに記載した。	・左記を再確認する。	・左記を再確認した。
6) 専門家の生活環境	・短期調査時に住居・車両など基本的な生活基盤に関する調査を行い、現状を把握した。	引き続き専門家の滞在に必要な情報を収集する。	

資 料

- 1 . Rocord of Discussions (R/D)
- 2 . Minutes of Discussions (M/D)
- 3 . その他関連資料

1 . Record of Discussions (R/D)

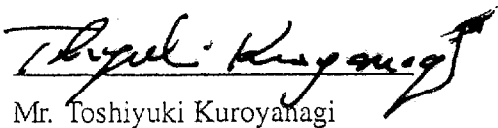
RECORD OF DISCUSSIONS BETWEEN JAPANESE
IMPLEMENTATION STUDY TEAM AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE REPUBLIC OF THE PHILIPPINES
ON JAPANESE TECHNICAL COOPERATION
FOR THE MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT

The Japanese Implementation Study Team organized by Japan International Cooperation Agency (hereinafter referred to as "Team"), visited the Republic of the Philippines from 11 to 15 January, 1999 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.

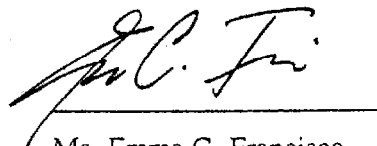
During its stay, the Team exchanged views and had a series of discussions with the Philippine authorities concerned on desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

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

Makati City, January 14, 1999



Mr. Toshiyuki Kuroyanagi
Japanese Implementation Study Team
Japan International Cooperation Agency
Japan



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

ATTACHED DOCUMENT

[Record of Discussions]

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

3. TRAINING OF PHILIPPINE PERSONNEL IN JAPAN

The Government of Japan will receive Philippine 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 Philippine 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 Philippine 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 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 of Management Information System and EDP Bureau, 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 recommendation 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 Philippine 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, the Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Philippine authorities concerned in 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 arise, 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.



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IX. TERM OF COOPERATION

The duration of technical cooperation for the Project under this Attached Document will be four (4) years from May 17, 1999.



LIST OF ANNEXES
[Record of Discussions]

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERTS
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV LIST OF THE PHILIPPINE COUNTERPART AND ADMINISTRATIVE
PERSONNEL
- ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE



ANNEX I (R/D)

MASTER PLAN

1. Overall Goal

The IPO will be able to grant industrial property rights more promptly and with increased accuracy.

2. Project Purpose

The patent administration process shall be facilitated in the IPO

3. Outputs of the Project

- (0) Project operation unit will be enhanced.
- (1) Staff will be able to analyze the patent administration process and suggest for ways of improvement.
- (2) Appropriate machinery and equipment will be provided, installed and maintained properly.
- (3) A bibliographic database will be created and utilized.
- (4) A document database will be created and utilized.
- (5) Staff will be able to manage the patent administration processing system.

4. Activities

Necessary activities to achieve the above-mentioned outputs will be conducted.



LIST OF JAPANESE EXPERTS

1. Chief Advisor
2. Coordinator
3. Database expert
4. System engineering expert

Note: Other experts in the specific fields of technology may be dispatched, if necessary.

(S)



LIST OF MACHINERY AND EQUIPMENT

1. One set of equipment needed for building databases and establishes computer networking capabilities.
2. Other machinery, equipment and materials regarded as necessary for the effective and smooth implementation of the Project by both sides.




LIST OF PHILIPPINE COUNTERPART
AND ADMINISTRATIVE PERSONNEL

1. Counterpart Personnel

- (1) Project Director
- (2) Project Manager
- (3) Technical Counterparts

2. Administrative Personnel

- (1) Administrative Staff
- (2) Technical Supporting Staff
- (3) Other Necessary Supporting Staff for the smooth implementation of the Project



LIST OF LAND, BUILDINGS AND FACILITIES

1. Office spaces and necessary facilities for the Japanese experts.
2. Lecture rooms and meeting rooms necessary for the transfer of technology.
3. Buildings, facilities and spaces necessary for the installation and operation of the machinery and equipment to be provided by the Government of Japan.
4. Other facilities mutually agreed upon that are necessary for the implementation of the Project.



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 APO,
- (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

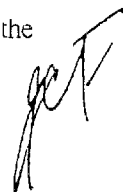
(Philippine Side)

- a. Representative(s) of National Economic and Development Authority (NEDA)
- b. Representative(s) of IPO
- c. 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).



2. Minutes of Discussions (M/D)

MINTUTES OF DISCUSSIONS
ON
THE JAPANESE PROJECT-TYPE TECHNICAL COOPERATION
FOR
MODERNIZATION OF INDUSTRIAL PROPERTY
ADMINISTRATION
IN
THE REPUBLIC OF THE PHILIPPINES


The Japanese Implementation Study Team (hereinafter referred to as "Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Intellectual Property Office of the Philippines (hereinafter referred to as "IPO") signed the Record of Discussions on the Japanese Technical Cooperation for the Project on the Modernization of Industrial Property Administration (hereinafter referred to as "R/D").

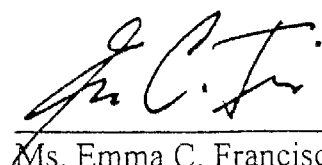
The following Minutes of Discussions are intended to record the understanding reached between both sides in regard to the provisions stipulated in the R/D.

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.

Makati City, January 14, 1999


Mr. Toshiyuki Kuroyanagi
Japanese Implementation Study Team
Japan International Cooperation Agency
Japan


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

ATTACHED DOCUMENT
(Minutes of Discussions)

I Name of the Project

Both sides agreed that the name of the project is the Modernization of Industrial Property Administration Project.

II Agency concerned with the Project

The IPO is the agency responsible for the Project. The organization chart of the IPO is shown in ANNEX 1.

III Administration of the Project

In accordance with the Article IV of the R/D, the organization chart for the administration of the Project is shown in ANNEX 2. Both sides understood that daily communication between Japanese experts and the Philippine counterparts is important and agreed to have regular meetings to identify the progress and to evaluate the counterparts' satisfaction of the Project.

IV Master Plan of the Project

In accordance with the ANNEX I of the R/D, both sides confirmed the Master Plan of the Project as shown in ANNEX 3, in which the activities of the Project were elaborated to obtain the outputs of the Project.

V Field of Technology Transfer

(1) Field of Technology Transfer

The Project focuses on the patent administration process in the IPO, which is to be modernized and could be used as a vehicle for technology transfer to the Philippine counterparts. The Team and the Philippine side agreed that the Project covers three industrial property rights, i.e. patents for invention, utility models and industrial designs for its scope of cooperation and the technology transfer.

(2) Methodology of Technology Transfer

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

VI Tentative Schedule of Implementation

The Tentative Schedule of Implementation (hereinafter referred as "TSI") of the Project is shown in ANNEX 4. The Team explained and the Philippine side understood that the necessary budget should be allocated by both sides for the implementation of the Project in accordance with the TSI, which is subject to change within the framework of the R/D in the course of the implementation.

VII Technical Cooperation Program and Plan of Operations

Both sides agreed on the Technical Cooperation Program (hereinafter referred to as "TCP") as shown in ANNEX 5, and the Plan of Operations (hereinafter referred to

as "PO") as shown in ANNEX 6 for the Project. This TCP and the PO regarded as tentative ones and should be discussed and reviewed further between the Japanese experts and the Philippine side soon after the commencement of the Project.

VIII Project Cycle Management (PCM)

Both sides reached mutual understanding on the Project Design Matrix (hereinafter referred to as "PDM") as shown in ANNEX 7.

Furthermore, both sides agreed on the following:

- (1) Project planning and concept clarification method entitled the Project Cycle Management (hereinafter referred to as "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.

IX Measures to be taken by the Japanese Side

In accordance with the Article II of the R/D, the Project will be carried out under the framework of the Japanese Project-Type Technical Cooperation Scheme which is the combination of the following three (3) components.

1. Dispatch of Japanese Experts

[Long-term Experts]

Application form for the long-term experts referred in Annex II of the R/D should be submitted in Form A-1 to the Government of Japan by the Philippine side at least two (2) months prior to their scheduled arrival in the Republic of the Philippines.

[Short-term Experts]

Both sides agreed that the short-term experts in specific fields would be dispatched to support the long-term experts' technology transfer. The Philippine side should submit Form A-1 for the short-term experts to the Government of Japan not later than two (2) months prior to their assignment.

2. Training of the Counterparts in Japan

A certain number of counterparts will be received for training in Japan during the cooperation period in the condition as follows:

- | | |
|------------|--|
| (1) Number | A certain number (about 1 or 2 persons) yearly |
| (2) Term | About three (3) weeks to three (3) months |
| (3) Fields | 1) Industrial Property Administration
2) Computer assisted patent administration system |

The Team further requested the Philippine side and the latter agreed that, as a matter of course, the counterpart may apply to other training courses conducted by the JICA, however, sufficient consultation should be held between the Japanese experts and

the Philippine side to avoid any inconveniences for the smooth implementation of the Project.

The application form (Form A-2, 3) for the training programs in Japan should be submitted to the Government of Japan by the Philippine side at least two (2) months prior to the scheduled arrival in Japan.

3. Provision of Machinery and Equipment

In accordance with the ANNEX III of the R/D, the Philippine side requested the provision of machinery, equipment and other materials (hereinafter referred to as "Equipment" as listed in ANNEX 8 from the Japanese side. Both sides reconfirmed that the necessary Equipment to comply with the technology transfer would be provided by the Japanese side and should be allocated accordingly. The Team explained that the actual provision would be subject to the budget appropriation of the Government of Japan.

The Team also explained and the Philippine side agreed that the Philippine side would take full responsibility and bear the costs for domestic transport, installation and maintenance of the Equipment as indicated in ANNEX 9.

Application form (Form A-4) for the request of the Equipment to be provided by the Government of Japan should be submitted to the Government of Japan by the Philippine side immediately after the R/D is signed.

X Measures to be taken by the Philippine side

In accordance with the article III of the R/D, the Philippine side will take the following measures.

1. Building and Facilities for the Project

The Philippine side will prepare the furnished offices for the Japanese experts and secure a space for machinery and equipment before the commencement of the Project. The present location of the IPO and its layout is shown in ANNEX 10-1 and 10-2. In case the IPO should relocate its office to another location, the accommodation of the Project as planned should be taken into account in the basic infrastructure of the Office.

2. Machinery, Equipment and Materials

The Philippine side will supply or replace, at its own expense, machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than those provided by the Government of Japan through the JICA. The machinery and equipment which may be supplied by the Philippine side are shown in ANNEX 11-1 and 11-2.

3. Assignment of Counterpart Personnel

In accordance with the Annex IV of the R/D, the Philippine side will allocate appropriate number of counterparts and administrative personnel from all tasks and procedures concerned in the IPO as listed in ANNEX 12 for the successful implementation of the Project. Both sides understood that technology transfer to the Philippine counterparts is the most essential part of the Project.

4. Local Costs

It is indispensable for a successful implementation of the Project that the Philippine side allocates proper amount of budget and to shoulder the local costs or running expenses for the Project as tentatively shown in ANNEX 9. The Philippine side presented the plan of the proposed budget for the project as shown in ANNEX 13.

5. 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 so that the technologies transferred through the Project will ultimately contribute to the economic and social development of the Philippines.

XI Joint Evaluation

In accordance with the Article V of the R/D, the final evaluation of the Project will be conducted jointly both sides through the JICA approximately six (6) months before the termination of the cooperation period in order to examine the level of achievement of the objectives of the Project.

Other evaluation may be conducted as and when necessary during and after the cooperation period, as elaborated in ANNEX 14, for better progress and achievement of the objectives of the Project.

In this regard, both sides agreed that the monitoring report on the progress of the Project prepared by the Japanese experts and the Philippine counterparts jointly would be submitted to the Project Director and the Resident Representative of the JICA Philippine Office regularly. And furthermore, both sides agreed to use the methodology of evaluation, especially, the five (5) basic evaluation components as shown in ANNEX 15.

XII Annual Plan of Operations

Both sides worked out the Annual Plan of Operations (hereinafter referred to as "APO") of the first year of the Project, as shown in ANNEX 16, in line with the TCP, PO and TSI in the framework of the R/D. This APO is regarded as tentative one and should be discussed and reviewed further between the Japanese experts and the Philippine side. The Team stated that the Japanese side would consider to dispatch the following experts for the first year within the budget appropriation of the Government of Japan.

(1) Long-term Experts

- 1) Chief Advisor for two (2) years from the beginning of the Project
- 2) Project Coordinator for two (2) years from the beginning of the Project
- 3) Expert of bibliographic database for two (2) years from the beginning of the Project

(2) Short-term Experts

- 1) Expert(s) related to indexing image data for the document database
- 2) Expert(s) related to computer assisted environment and system

The Team stated that the Japanese side will receive one (1) counterpart to Japan in March 1999 and would consider to receive one (1) or two (2) counterparts during the Japanese fiscal year 1999 (from April 1999 to March 2000).


XIII Other Matters

1. Common Language Used for the Project

Both sides reconfirmed that the common language used in any activities of the Project should be English.

2. Attendance at the discussions

A list of attendance at the discussions is shown in ANNEX 17.



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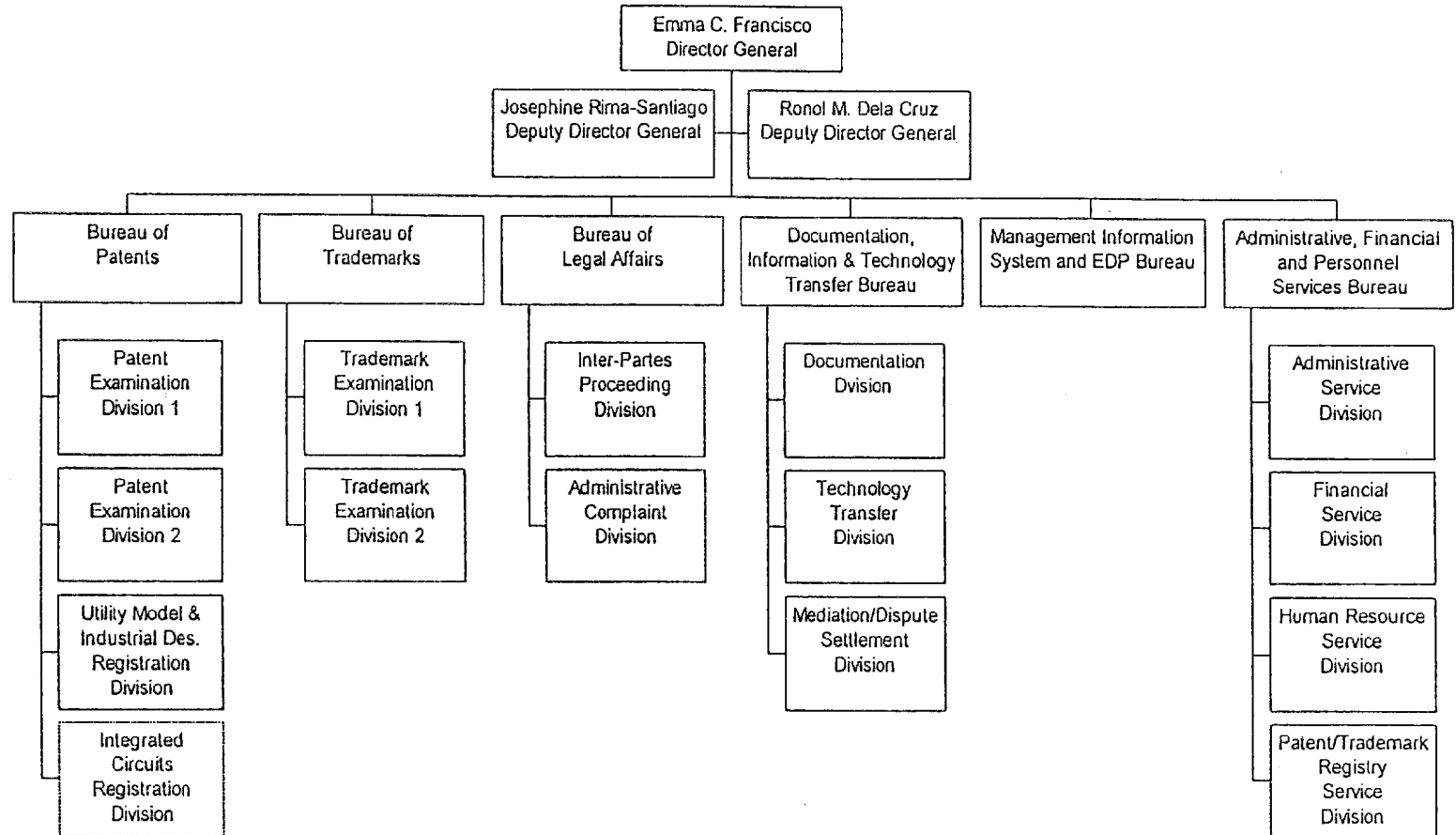
LIST OF ANNEXES
(Minutes of Discussions)

ANNEX 1	Organizational Chart of the IPO
ANNEX 2	Provisional Organization Chart for the Administration of the Project
ANNEX 3	Master Plan (with activities)
ANNEX 4	Tentative Schedule of Implementation (TSI)
ANNEX 5	Technology Cooperation Plan (TCP)
ANNEX 6	Plan of Operation (PO)
ANNEX 7	Project Design Matrix (PDM)
ANNEX 8	List of Machinery and Equipment
ANNEX 9	Cost Sharing List
ANNEX 10-1	Present Location Map of the IPO
10-2	Layout of the Project Site
ANNEX 11-1	List of Existing Machinery and Equipment of the IPO
11-2	Current Computer Distribution of the IPO
ANNEX 12	List of Counterparts
ANNEX 13	Proposed Budget to Implement the Project
ANNEX 14	Functions and Composition of Joint Coordination Committee
ANNEX 15	Five (5) Basic Evaluation Components
ANNEX 16	Annual Plan of Operations (APO)
ANNEX 17	List of Attendants at the Discussions



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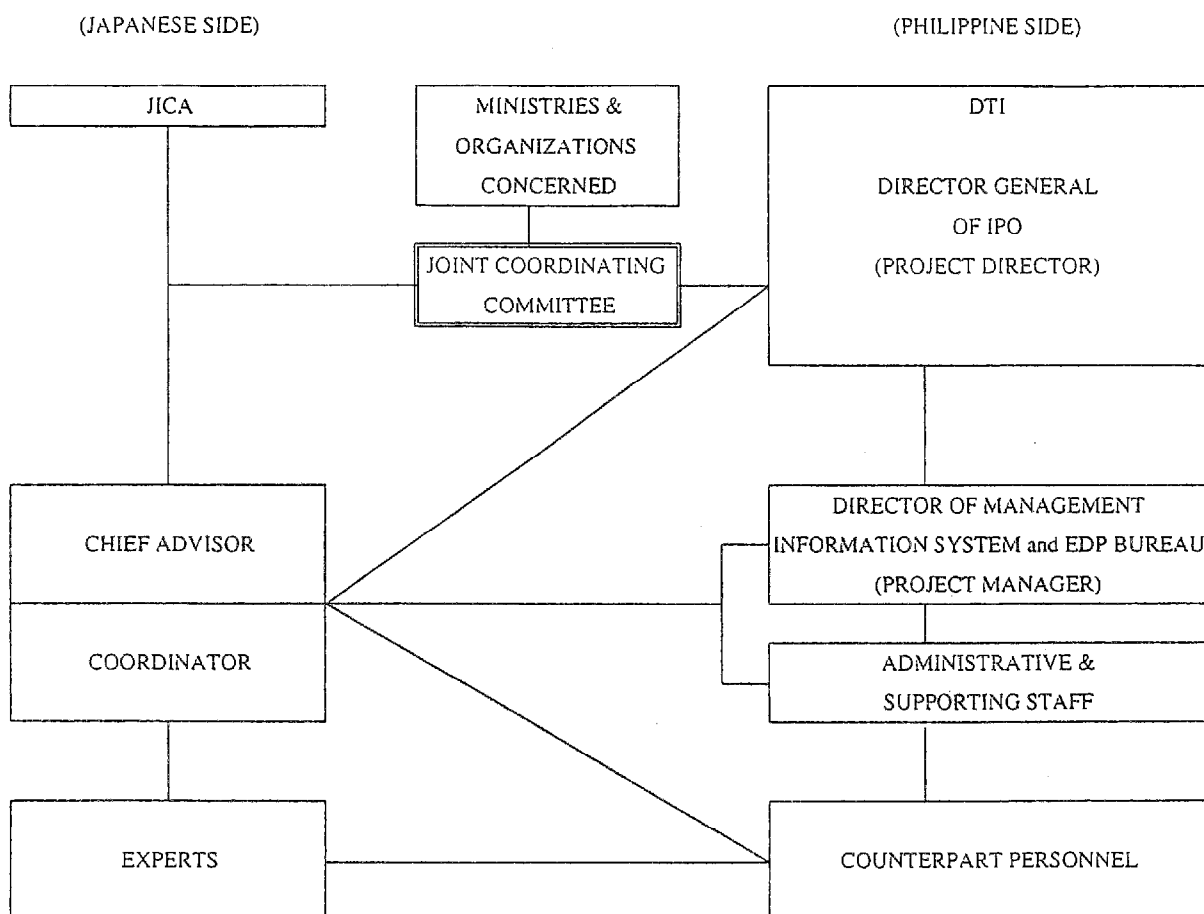
IPO Organizational Chart



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ANNEX 2 (M/D)

PROVISIONAL ORGANIZATION CHART FOR THE ADMINISTRATION OF THE PROJECT



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ANNEX 3 (M/D)

MASTER PLAN OF THE PROJECT

(1) Objective of the Project

1) Overall Goal

IPO will be able to grant industrial property rights more promptly and with increased accuracy.

2) Project Purpose

The patent administration process shall 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 for ways of improvement.
2. Appropriate machinery and equipment will be provided, installed and maintained properly.
3. A bibliographic database will be created and utilized.
4. A document database will be created 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 group 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 main 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 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 function
- 5-2 Make manuals for system operation
- 5-3 Transfer 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 of administration process using the system regularly
- 5-10 Make a plan of total maintenance



ANNEX 4 (M/D)

TENTATIVE SCHEDULE OF IMPLEMENTATION (TSI)

Calendar Year	97				1998				1999				2000				2001				2002				2003			
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																												
Experts																												
IV Training of C/P Personnel in Japan																												
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																												

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

TECHNOLOGY COOPERATION PLAN

Calendar Year	1999				2000				2001				2002				2003			
Japanese Fiscal Year	1999				2000				2001				2002				2003			
	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																				

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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ANNEX 6 (M/D)

PLAN OF OPERATION

Activities	Schedule(Japanese Fiscal Year)																				Responsible Person in Project team	Input*	Remarks
	1999				2000				2001				2002				2003						
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Calendar Year	1999				2000				2001				2002				2003						
0. Project operation unit will be enhanced																					Project Director Project Director		
0-1 Allocate necessary personel as planned																							
0-2 Make budget plan with appropriate expenditures																							
1. Staff will be able to analyze the patent administration process and suggest an improvement strategy																							
1-1 Analyze the procedure of Patent administration																							
1-2 Collect verifiable data																							
1-3 Make the procedure flow of Patent administration																							
1-3 Organize the group to analyze administration process																							
2. Appropriate machinery and equipment will be provided, installed and maintained properly																							
2-1 Make plan to install the necessary machienary & equipment																							
2-2 Select the necessary machienary & equipment																							
2-3 Procure and install machienary & equipment																							
2-4 Make operation manuals for the machienary & equipment																							
3. Bibliographic database will be built and utilized																							
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 administration job to the computerized system																							
4. Document database is built and utilized																							
4-1 Select necessary functions and data for the database																							

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 (M/D)

PLAN OF OPERATION

⑥

Activities	Schedule(Japanese Fiscal Year)																				Responsible Person in Project team	Input*	Remarks		
	1999				2000				2001				2002				2003								
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV					
4-2 Design a basic plan for the database																									
4-3 Store data to the database																									
4-4 Make the database program																									
5. Staff will be able to manage the patent administration processing system																									
5-1 Test system function																									
5-2 Make manuals for systems operation																									
5-3 Transfer administration job to the computerized system																									
5-4 Make a report of the operation status of the system																									
5-5 Evaluate the status of 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 of administration process using the system regularly																									
5-10 Make a plan of total maintenance																									

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 7 (M/D)

Project Design Matrix (PDM)

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumption
(Overall goal) The IPO will be able to grant industrial property rights more promptly with increased accuracy	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 shall be 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 for ways of improvement 2.Appropriate machinery and equipment will be provided installed and maintained properly. 3.A bibliographic database will be created and utilized 4.A document database will be created 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 and 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

Patent in this matrix means "Patent for Invention", "Utility Models" and "Industrial Designs"

⑧

ACP

ANNEX 7 (M/D)

Project Design Matrix (PDM)

(Activities)	Input		
	The Philippines side	The Japanese side	
0-1 Allocate necessary personnel as planned			a Donated machinery and □ □ equipment will be smoothly cleared at the customs
0-2 Make the budget plan with appropriate expenditures			
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	
1-3 Make the procedure flow of patent administration	(1) Administrative C/P	b. Coordinator	
1-4 Organize the group to analyse administration process	(2) Technical C/P	c. Bibliographic datas base	
	(3) Supporting staff	d. Document datas base	
		e. Computer system	
2-1 Make a plan to install necessary machinery and equipment	3 Renovation of building and facilities	(2) Short term experts	
2-2 Select the necessary machinery and equipment		Appropriate number of the experts will be attached as necessity arises.	
2-3 Procure and install machinery and equipment			
2-4 Make operation manuals for the main machinery and equipment	4 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 administration job to the computerized system			

Patent in this matrix means "Patent for Invention", "Utility Models" and "Industrial Designs"

(8)

gcf

ANNEX 7 (M/D)

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 administration job to the computerized system</p> <p>5-4 Make report of operation status on 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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Patent in this matrix means "Patent for Invention", "Utility Models" and "Industrial Designs"

②

ANNEX 8 (M/D)

LIST OF MACHINERY AND EQUIPMENT

No	Material Name	Number	Note
1	Server for bibliographic database	1	Intel 400MHz Pentium II Xeon 1GB Memory 36GB HDD 14inch Display DLT UPS
2	Software for bibliographic database	1	MS-WindowsNT Server Enterprise Norton Anti-Virus DBMS
3	Server for document database	1	Intel 400MHz Pentium II Xeon 1GB Memory 100GB HDD 14inch Display DLT UPS
4	Software for document database	1	MS-WindowsNT Server Enterprise Norton Anti-Virus Image DBMS
5	Server for development	1	Intel 400MHz Pentium II Xeon 1GB Memory 36GB HDD 14inch Display DLT UPS
6	Software for development	1	MS-WindowsNT Server Enterprise Norton Anti-Virus MS-Visual Studio Professional
7	Server for network management	1	Intel 400MHz Pentium II 1.2GB Memory 36GB HDD 14inch Display DLT UPS
8	Software for network management	1	MS-WindowsNT Server Enterprise Norton Anti-Virus Network Management System
9	Local area network equipment	1	HUB, Cable
10	Personal Computer (PC)	30	Intel 300MHz Pentium II 64MB Memory 6.4GB HDD 24xCD 15inch Display UPS AFPSB 10, MIS&EDP 3, DITTB 4, OD 3, Bureau of Patent 8, Bureau of legal affairs 2
11	Software for PC	30	MS-Windows 98 MS-Office 97 Standard Norton Anti-virus
12	Printer	12	600dpi A3 ready AFPSB 5, MIS&EDP 1, DITTB 2, OD 1, Bureau of Patent 2, Bureau of legal affairs 1
13	Image Scanner	5	A3/A4 flathead 400dpi 100 sheet autofeeder AFPSB 4, MIS&EDP 1
14	Bar code reader	10	AFPSB 3, MIS&EDP 1, DITTB 1, Bureau of patent 4, Bureau of legal affairs 1
15	Application software for patent, utility model and design administration system	1	For data-entry, application reference, registration reference, publication reference publication editing, draft of notice, management of process, statistics




COST SHARING LIST

Transportation, if sent from Japan

1.From Japan to the port of Philippines	Allocation Japan
2.Costums duty in Philippines, preservation charge	Philippines
3.From the port of Philippines to IPO	Philippines

Installation and adjustment

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

Maintenance for computer system, air conditioning systems and others

Philippines

Power supply

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

Local area network (LAN)

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

Grounding works, if necessary

1.Grounding materials	Philippines
2.Workers for grounding for equipment, LAN and others	Philippines

Air conditoning facility, if necessary

Philippines

Others

(utilities, office supplies, office equipment such as furniture)

Philippines

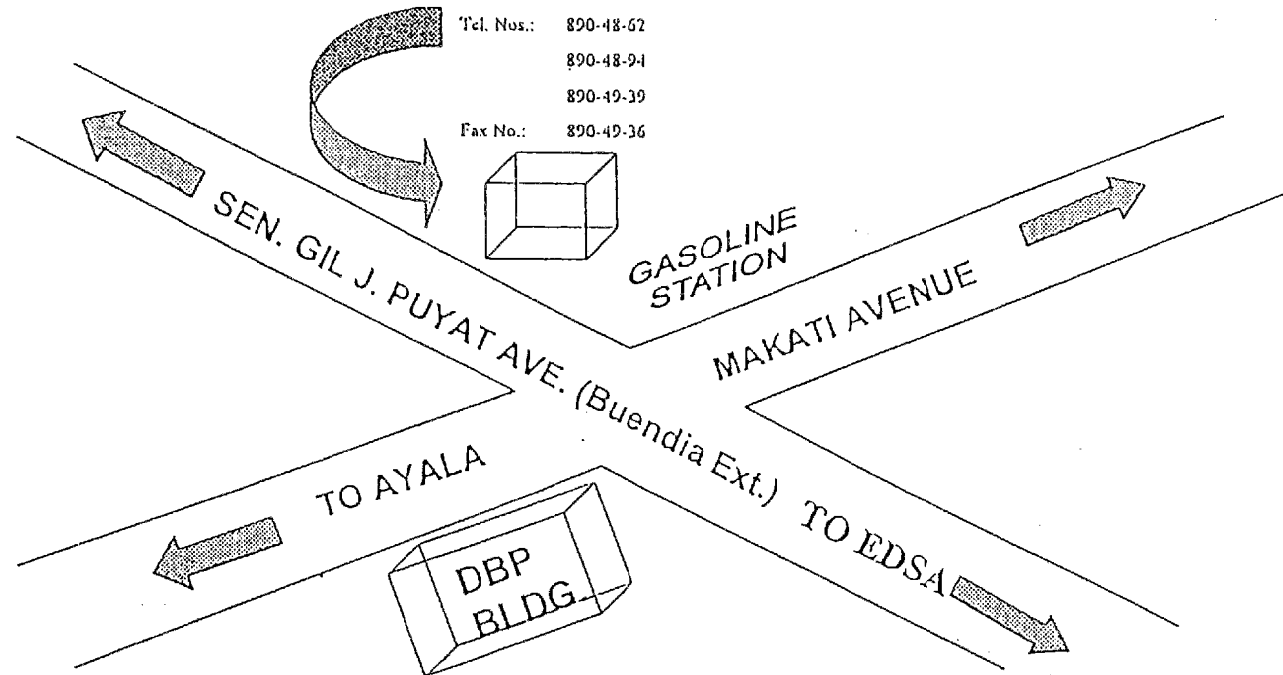
②

Annex 10-1
(Minutes of Discussion)



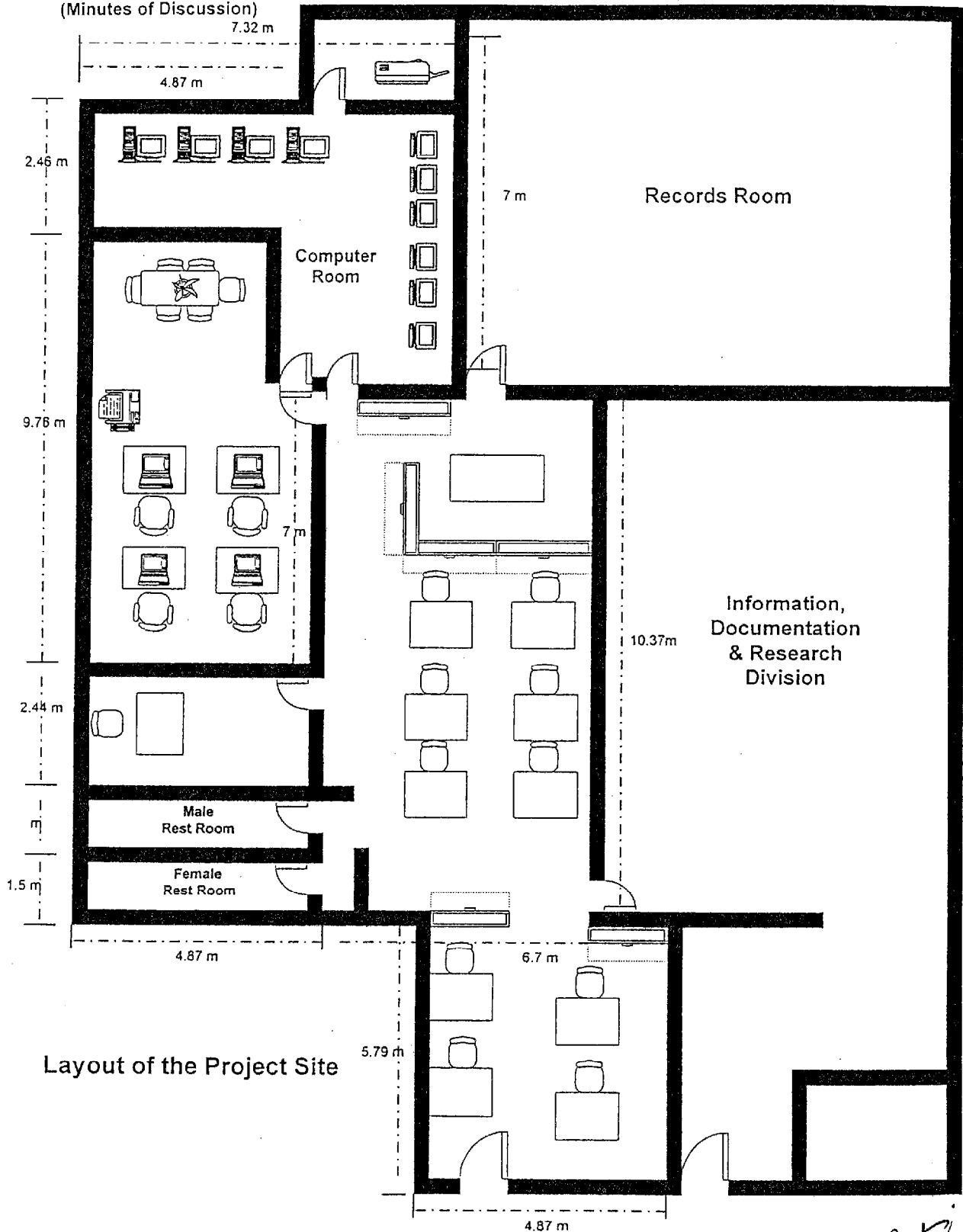
Intellectual Property Office
Trade and Industry Building
361 Sen. Gil Puyat (Buendia) Avenue
Makati City

Tel. Nos.: 890-48-62
890-48-94
890-49-39
Fax No.: 890-49-36



International
Airport

Annex 10-2
(Minutes of Discussion)



Layout of the Project Site

⑤

[Handwritten signature]

Personal Computer	Management Number	Function		Network connection	Equipment LAN Card	Place	Performance		Install Date	S/N	OS	Software	Notes
		TEAMS	Pacres				Memo ry	Hard Disk					
486													
Fujitsu ICL													
	AFPHR1	1			IPO	1	AIPO	40MB/3.2GB	July '95	851018F	W95	D	
	AFPHR2	2			IPO	1	AIPO	40MB/3.2GB	July '95	85122PN	W95	D	
	MIS&EDP2	3			IPO	1	EDP	40MB/3.2GB	July '95	851237B	W95	D,I,L,M,N	
	DITTB5	4			IPO	1	IDRD	40MB/3.2GB	July '95	85122KB	W95	D	
	BUTRDMRK2	5			IPO	1	TMED	40MB/3.2GB	July '95	85101CD	W95	D	
	BUTRDMRK3	6			IPO	1	TMED	40MB/3.2GB	July '95	85122CE	W95	D	
	BUTRDMRK4	7			IPO	1	TMED	40MB/3.2GB	July '95	85091D1	W95	D	
	BUTRDMRK5	8			IPO	1	TMED	40MB/3.2GB	July '95	85122CN	W95	D	
	BUTRDMRK6	9			IPO	1	TMED	40MB/3.2GB	July '95	851314R	W95	D	
	BUTRDMRK7	10			IPO	1	TMED	40MB/3.2GB	July '95	85122CM	W95	D	
	BUTRDMRK8	11			IPO	1	TMED	40MB/3.2GB	July '95	851018C	W95	D	
	BUTRDMRK9	12			IPO	1	TMED	40MB/3.2GB	July '95	85122KD	W95	D	
	BULEGAL2	13			IPO	1	HRD	40MB/3.2GB	July '95	85122CJ	W95	D	
	ODG2	14			IPO	1	OD	12MB/3.2GB	July '95	851238S	W3.1	B	
	ODG3	15				1	OD	8MB/3.2GB	July '95	85091CP	W3.1	A	
Pentium													
IBM													
	AFPHR3	1					AIPO	16MB/540MB	Sep-95	23N23428875	W3.11	B & C	
	AFPHR4	2					AIPO	16MB/540MB	Sep-95	23N2636875	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&EDP6	1			IPO	1	EDP	84MB/2.1GB	Jan-97	B801000010	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-96	B6050038DS	W95	F & G	
Philips													
	AFPHR5	1			IPO	1	AIPO	32MB/2.1GB	Sep. 1997	M6210090	W95	D	
	AFPHR6	2			IPO	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	M62108956	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	M62108956	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	
XT/286													
Thompson													
	CONDEMED	1					AIPD		1988		DOS		RETURNED
	DITTB1	2					TTR		1988	8800110	DOS		
	CONDEMED	3					TTR		1988	885925	DOS		RETURNED
	BUTRDMRK1	4					TMED		1988	8800108	DOS		
386													
Hyundai													
	DITTB2	1					IDRD		1991	MDSD00611539	W3.1		
	DITTB3	2					IDRD		1991	MDSD00615382	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	K63111751710	W3.1	A	
	BULEGAL1	5					HRD	4MB	1994	M313577	W3.1	A	
	ODG1	6					OD	4MB	1994		W3.1	A	
SUBTOTAL													

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	J248RX21044	W95	D	

Printers

* Dot Matrix																	
GENECON	1									EDP			1988	805252			BAND PRINTER
EP 1050	2									AIPD			1988	V8M0061327			
EP 1050	3									EDP			1988	O8M0001257			
DX220	4									TTR			1988	MA94418			
DX220	5									TTR			1988	MA94270			
EP 1050	6									TMED			1988				
EP 1050	7									CED			1988	OR10014631			
EP 1050	8									HRD			1988				
LQ1170	8									EDP			1994	4191008774			
LQ1170	9									OD			1994	419008706			
* Laserjet																	
4 PLUS	1									AIPD			1995	SN-AUX170			
4 PLUS	2									EDP			1995	JPFQ021793			
4V	3									EDP			1996	JPFQ012620			
III	4									IDRD			1991	SPF20182777			
4 PLUS	5									TMED			1995	JPFQ021637			
4 PLUS	6									TMED			1995	JPFQ011775			
4 PLUS	7									CED			1995	JPFQ037185			
4 PLUS	8									MEED			1995	JPFQ041087			
5L	9									OD			1997				
6P	10									AIPD			1998	SGDF009956			
6P	11									IDRD			1998	SGDF009974			
6P	12									MEED			1998	SGDF010082			
6P	13									HRD			1998	SGDF014815			
6P	14									OD			1998	SGDF009622			
6P	15									AIPD			1998	SGDF030369			
6P	16									OD			1998	SGDF030361			
6P	17									MEED			1998	SGDF030378			
6P	18									TMED			1998	SGDF010328			
6P	19									HRD			1998	SGDF029941			
* Deskjet																	
600	1									EDP			1995				
600	2									TTR			1995				
600	3									CED			1995	SG54Q181X4			
600	4									HRD			1995	SG54918IGN			
600	5												1995	SG54918257			
695C	1									AIPD			1998	SG86F1F06M			
695C	2									EDP			1998	SG86G1F0TM			
695C	3									TTR			1998	SG86M1DOR8			
695C	4									TMED			1998	SG86G1F0T8			
695C	5									CHED			1998	SG86G1POT5			

Others

* Scanner(HP Scanjet 5p)	1									EDP			1997	HG72H12117			
* Scanjet	1									EDP			1997	5110647-SPC			
* Modem	1									OD			1998				
	2									EDP			1997	A007531W570			for DTI-Net
* Hub	1									EDP			1997	7HCOV030885			10/12 Port
	2									TMED			1996	7JAFO14009			8/8 Port
	3									OD			1997				1/8 Port
* MO Drive	1									EDP			Feb. 1998	500108-SP			

Software:

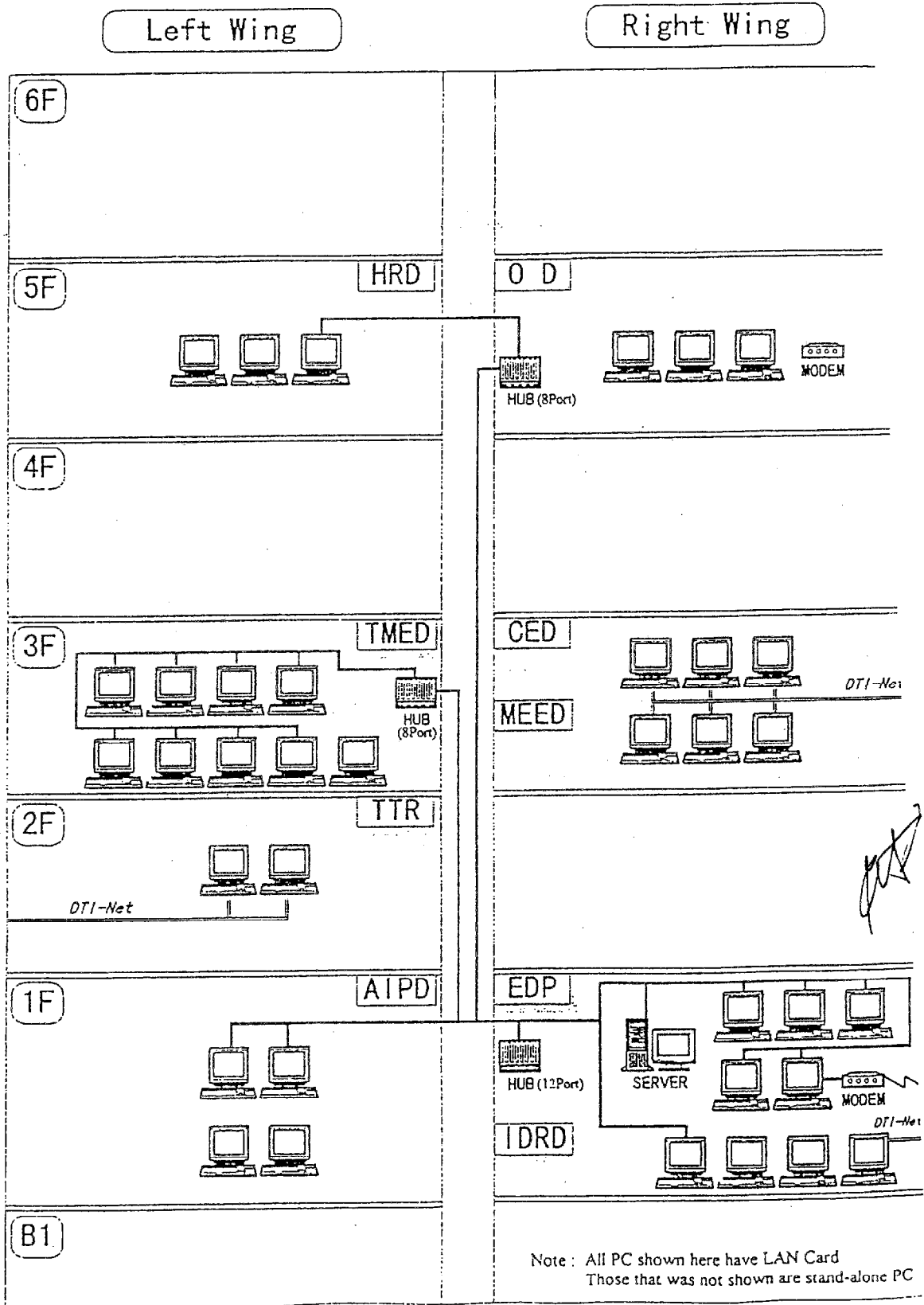
- MS Office Professional Version 4.2
- MS Office Professional Version 4.3
- MS Foxpro Windows
- MS Office Professional Version 97
- MS Visual Basic Version 4.0
- MS SQL Server Version 6.0
- MS Windows NT Server Version 4.0
- MS Office Professional Version 95
- Scanning Software (Corel & Paperport)
- Visio
- Eudora
- Internet Explorer 4
- Netscape Communicator 4.04
- Adobe
- Acrobat Reader
- 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*

ANNEX 11-2 (M/D)





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, BS MECHANICAL ENGINEERING
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 ACCOUNTING
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, BS CHEMICAL ENGINEERING
MR. LEO V. LOSANTAS	PATENT PRINCIPAL EXAMINER II	BS GENERAL MAJOR IN CHEMISTRY
MS. JOSEFINA JANDUSAY	ATTORNEY II	BACHELOR OF LAWS

ANNEX 13
(Minutes of Discussion)

IPO Comparative Annual Budget from 1996 to 1999

Particulars	1996	1997	1998	1999
Personal Services				
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
Maintenance & Other Operating Expenses (MOE)				
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
Equipment Outlay	4,318	616	957	5,000
Total Appropriations	32,116	33,667	46,738	74,113

ANNEX 14 (M/D)

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 IPO

c. 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).



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

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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.

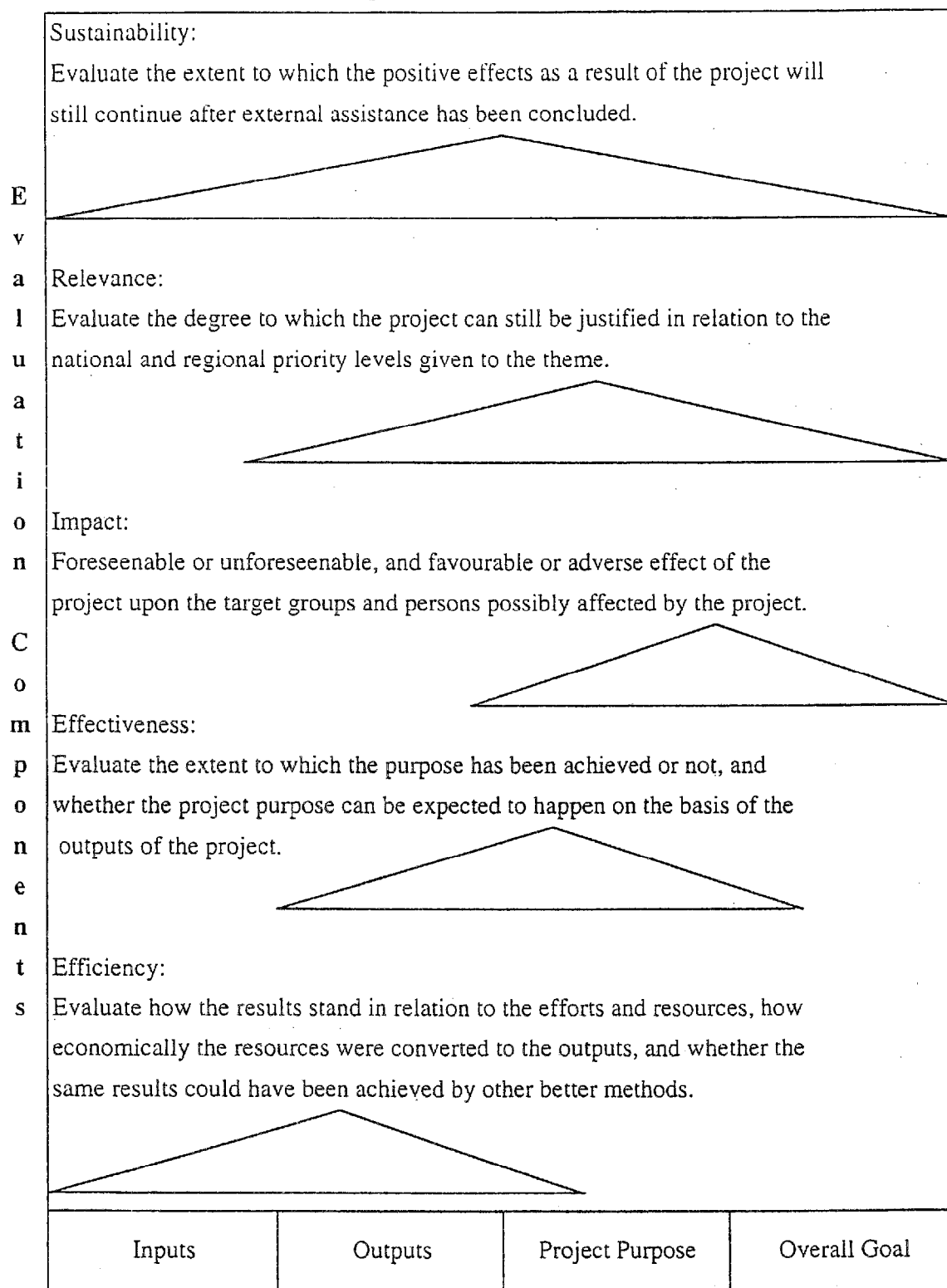
All five components are essential for any of the projects or programs. The five components give necessary information to the decision maker so that he/she can decide how to approach the next step. Since each of the five components build on the intervention strategy, they also lay the foundation for standardization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

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

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Five Components vs Goal Hierarchy



Goal Hierarchy

Annual Plan of Operations in 1998-99(APO) - Page 1/2

Activities	Target	1999 (Calendar Year)												2000			Person in Project *	Input	
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3			
OUTPUT 0 : Project Operation Unit will be established																			
0-0. Removal of IPO																			
0-1. Allocate necessary personnel as planned	C/P list																PD		
0-1-1. Make personnel allocation plans																	PD		
0-1-2. Assign counterparts and personnel																			
0-1-3. Counterpart Training in Japan																	tentative		
0-2. Make budget plans with appropriate expenditures																			
0-2-1. Allocate budget for 1999-2000	Budget plans																PD		
OUTPUT 1 : Staff will be able to analyze P., U. and D. administration process and suggest improvement strategies																			
1-1. Analyze the procedure of P., U. and D. administration	Procedure flow diagram for Patent for Utility Model for Design Work flow diagram for Receiving and Formality Check for Publishing for Examination for Registration and Post-Registration for Legal Affairs Management Flow Chart of Processing Table of Function Analysis Report on Database Table of existing Materials Map of materials to be placed Map of LAN to be grounded																CP	AE	
1-1-1. Make procedure flows																		CP	AE
- Patent Procedure																		CP	AE
- Utility Model Procedure																		CP	AE
- Design Procedure																		CP	AE
1-1-2. Make administration flows																		CP	AE
- Receiving application and formality check																		CP	AE
- Publishing Official Gazette																		CP	AE
- Examination management																		CP	AE
- Registration and post-registration																		CP	AE
- Legal affairs management																		CP	AE
1-1-3. Make flows of present systems																		CP	CE
- Processing of current system																		CP	CE
- Investigation of current function																		CP	CE
- Analyzing current database																	CP	CE	
1-1-4. Identify IPO's facility environment																	CP	AE	
- Investigation of current materials																	CP	AE	
- Investigation of current layout to be placed																	CP	AE	
- Investigation of current LAN																	CP	AE	
1-2. Collect verifiable data																			
1-2-1. Numbers of cases processed	Statistics on P., U. and D.																CP	AE	
- Receiving application and formality check																	CP	AE	
- Publishing																	CP	AE	
- Examination management																	CP	AE	
- Registration and post-registration																	CP	AE	
- Legal affairs management																	CP	AE	
1-2-2. Durations for processing	Statistics on P., U. and D.																CP	AE	
- Receiving application and formality check																	CP	AE	
- Publishing																	CP	AE	
- Examination management																	CP	AE	
- Registration and post-registration																	CP	AE	
- Legal affairs management																	CP	AE	
1-2-3. Analyzing current problems	Analysis Report																CP	AE	
- Receiving application and formality check																	CP	AE	
- Publishing																	CP	AE	
- Examination management																	CP	AE	
- Registration and post-registration																	CP	AE	
- Legal affairs management																	CP	AE	
1-2-4. Study on availability of current system	Study Report																CP	CE	
1-3. Make the procedure flow of P., U. and D. administration																			
1-3-1. Receiving application and formality check	Work Flow of Management Processing after Computerization																CP	AE	
1-3-2. Publishing																	CP	AE	
1-3-3. Examination management																	CP	AE	
1-3-4. Registration and post-registration																	CP	AE	
1-3-5. Legal affairs management																	CP	AE	
1-4. Organize the necessary groups to analyze administration process	Minutes																PD	AE	
OUTPUT 2 : Appropriate machinery and equipment will be provided, installed and maintained properly																			
2-1. Make plan to install the necessary machinery and equipment																			
2-1-1. Make plans for operation	Operation Planning Report																CP	CE	
2-1-2. Make plans for installation	Installation Planning Report																CP	CE	
2-2. Select the necessary machinery and equipment																			
2-2-1. Define all system configuration	System Concept Chart																CP	CE	
2-2-2. Define entry data coverage																	CP	CE	
2-2-3. Define system scale																	CP	CE	
2-2-4. Define the capacity of materials																	CP	CE	
2-3. Procure and install machinery and equipment																			
2-3-1. Make specification for M & E	Specifications for procurement																CP	CE	
2-3-2. Install M&E (Dispatch of Expert)																			

Annual Plan of Operations in 1998-99(APO) - Page 2/2

Activities	Target	FY 1998												FY 1999												Responsible Person in Project *	Input
		1999 (Calendar Year)												2000													
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
OUTPUT 2 : Appropriate machinery and equipment will be provided, installed and maintained properly (continued)																											
2-4. Make operation manuals for machinery and equipment	Operational manuals																									CP	CE
OUTPUT 3 : Bibliographic database will be built and utilized																											
3-1. Select necessary functions and data for the database	List of functions. List of database items																										
3-1-1. Define processing function																											
- Entry processing	Function Table of Entry Processing																									CP	CE
- Consultation with users																										CP	AE
- Output processing	Function Table of Output Processing																									CP	CE
- Consultation with users																										CP	AE
3-1-2. Define entry data	Table of Data Items																									CP	CE
3-2. Design basic plan for database																											
3-2-1. Plan work transition	System implementation planning																									CP	CE
- Define transition planning	Report on system implementation																									CP	AE
- Consultation with users	Report on results of study																									CP	CE
3-2-2. Design test system	System design report																									CP	CE
3-2-3. File design	"																									CP	CE
3-2-4. Design layout of document																											
- Design layout of document	System design report																									CP	CE
- Consultation with users	Report on results of study																									CP	AE

* PD:Project Director / AE:Administration expert / DE:Document expert / CE: Computer system expert / CP: Counterpart
CS:Computer setting and adjustment expert

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[Handwritten signature]

ANNEX 17 (M/D)

LIST OF THE ATTENDANTS AT THE DISCUSSION

1. The Japanese Side

(1) Implementary Study Team

Kazuo Hoshino	Member
Shigeaki Oda	Member
Chieko Maruyama	Member

(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
------------------	-----------------

(4) Hiroo Takagi

JICA expert to IPO

2. The Philippine Side

(1) IPO

Emma C. Francisco	Director-General
Ronol M. Dela Cruz	Deputy Director-General
Josephine Rima Santiago	Deputy Director-General
Roland B. Saquilabon	Chief Patent Examiner
Cecilio Fernandez	Senior Patent Principal Examiner
	Mechanical & Electrical Examination Division
Rosella Fernandez	Patent Principal Examiner
	Chemical Examination Division
Corazon M. Marqueses	Supervising Patent/Trademark Executive Examiner
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
Teresita C. Fernandez	Trademark Principal Examiner I

(2) NEDA (National Economic and Development Authority)

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



3. その他関連資料

Intellectual Property Office of the Philippines – Japan International Cooperation Agency (IPO) (JICA)

Signing of the Record of Discussions
For The Project-Type Technical Cooperation Program
Entitled "Modernization of Industrial Property Administration"

*January 14, 1999
BOI BLDG., Makati City
11:30 A.M.*

PROGRAMME OF ACTIVITIES

- | | | |
|-------|--|---|
| I. | Invocation & National Anthem | Mrs. Corazon Marqueses |
| II. | Opening Remarks | Engr. Ronol M. dela Cruz
IPO Deputy Director General |
| III. | Inspirational Talk | Honorable Jose Trinidad Pardo
DTI Secretary |
| IV. | Message From the IPO
Director General | Atty. Emma C. Francisco
IPO Director General |
| V. | Signing | |
| VI. | Response From JICA | Mr. Toshiyuki Kuroyanagi
JICA Deputy Resident Representative |
| VII. | Closing Remarks | Atty. Josephine R. Santiago
IPO Deputy Director General |
| VIII. | Forum | |

Engr. Rosella L. Fernandez
Emcee

Jan. 18, 1999

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PATENT MODERNIZATION. Trade Secretary Jose T. Pardo (center) welcomes the agreement between the Philippines and Japan to modernize the country's patent administration system. Signing the project documents are Director General Emma C. Francisco (seated, left) of the Intellectual Property Office (IPO) of the Philippines and Toshiyuki Kuroyanagi (seated, right), project director for the Japan International Cooperation Agency (JICA) program for the modernization of industrial property in the Philippines. Japan will provide IPO with the machinery, equipment and other support in computerizing its operations. The project costs about 400 million yen.

Jan. 18, 1999

Public school teachers demand legislated benefits > 4

www.manilatimes.net



Monday, January 18, 1999

The Manila Times

The Nation's Most Trusted Newspaper

In Metro Manila P9

Tyson
TKOs
Botha p.12

Martin's
album is
for Pope p.24



Volume 40 Number 290 - 2 Sections 24 pages

IPO-JICA project gets go signal

THE minutes of discussion of the IPO (Intellectual Property Office of the Philippines)-JICA (Japan International Cooperation Agency) Japanese project-type Technical Cooperation Program for the Modernization of Industrial Property Administration in the Philippines has finally reached its conclusion. The record of discussions of this project was signed on January 14, 1999, Thursday, at 11:30 am, at the 5th floor of the Board of Investments Bldg., Sen. Gil Puyat Ave., Makati City.

IPO director general Emma Francisco, project director and Toshiyuki Kuroyanagi, JICA deputy resident representative and leader of the Japanese Implementation Study Team, are the signatories for the Philippines and Japan, respectively.

The project aims to computerize the patented administration system of IPO to speed up the processing and grant of patents for inventions, utility models and industrial designs. Japanese experts will be dispatched by JICA on specific fields in relation to the areas of technology transfer to provide the necessary technical guidance and advice to the local counterpart personnel on technical matters pertaining to the



IPO-JICA PROJECT SIGNING. IPO director general Emma Francisco and JICA deputy resident representative Toshiyuki Kuroyanagi signed the Record of Discussions and Minutes of Discussions for the Project-type Technical Cooperation Program entitled "Modernization of Industrial Property Administration in the Philippines." DTI secretary Jose Trinidad Pardo, Kazuo Hoshino of the Japan Patent Office and IPO deputy director general Ronol dela Cruz witnessed the signing of the project.

implementation of the project. To facilitate technology transfer, the government of Japan, through JICA, will provide the machinery, equipment and other materials necessary for such implementation. With the computerized system in operation upon the completion of the project, the IPO is expected to render its patent processing services more

promptly and accurately.

The project covers a grant from the Japanese government of about 400 million yen for a duration of four years starting May 17, 1999.