

2 協議議事録(M/D)

MINUTES OF DISCUSSIONS
ON
THE JAPANESE TECHNICAL COOPERATION
FOR
MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT
IN
THE SOCIALIST REPUBLIC OF VIETNAM

The Japanese Supplementary Study Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA"), visited the Socialist Republic of Vietnam from August 9, 1999 to August 20, 1999, for the purpose of working out the details of the Japanese Technical Cooperation for the Modernization of Industrial Property Administration Project (hereinafter referred to as "the Project").

During its stay in the Socialist Republic of Vietnam, the Team exchanged views and had a series of discussions with the authorities concerned of the Government of the Socialist Republic of Vietnam (hereinafter referred to as "the Vietnamese side").

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

Hanoi, August 19, 1999



Takashi Hatakeyama

Leader

Japanese Supplementary Study Team
Japan International Cooperation Agency
Japan



Pham Dinh Chuong

Director General

National Office of Industrial Property of
Vietnam

The Socialist Republic of Vietnam

ATTACHED DOCUMENT

1. Name of the Project

As to the name of the Project, both the Team and the Vietnamese side agreed to the following:

"Modernization of Industrial Property Administration Project in the Socialist Republic of Vietnam"

2. Implementing Agency of the Project

As to the Vietnamese agency responsible for the implementation of the Project, the Vietnamese side explained as follows:

The "National Office of Industrial Property of the Socialist Republic of Vietnam" (hereinafter referred to as "NOIP") will bear overall responsibility for the implementation of the Project under the supervision of the "Ministry of Science, Technology and Environment" (hereinafter referred to as "MOSTE").

The present organization chart of MOSTE is as shown in ANNEX 1-1.

The present organization chart of NOIP is as shown in ANNEX 1-2.

3. Administration of the Project

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

Director of Registration Division of NOIP, as the Project Manager, will be responsible for the implementation and technical matters of the Project.

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

4. Duration of the Project

Both the Team and the Vietnamese side confirmed that the duration of the Japanese technical cooperation for the Project will be four (4) years from the date stipulated in the "Record of Discussions (hereafter referred to as the "R/D") on the Project" to be signed by both JICA and the Vietnamese side.

The Team explained that the date of the commencement is to be finalized in the R/D when the Implementation Study Team is dispatched.

5. Site for the Project

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

Address: 386 Nguyen Trai Road, Hanoi Vietnam

Tel.: 84-4-5588217

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6. Provisional Master Plan of the Project

(1) Overall Goal, Purpose, Outputs and Activities of the Project

1) Overall Goal

The NOIP is able to grant Industrial Property Rights more promptly with increase of accuracy.

2) Project Purpose

The Industrial Property Administration process is facilitated in the NOIP.

3) Outputs of the Project

0. Project operation unit will be enhanced and operated efficiently.

1. The appropriate machinery and equipment to integrate the Industrial Property information will be set, operated and maintained appropriately.

2. The maintenance staff of computer system will be developed to conduct proper administration.

3. The management staff of Industrial Property will be developed to conduct proper administration.

4. The application, formality examination, substantial examination, registration, publication, licensing and legislation staff will be developed to conduct proper administration.

4) Activities of the Project

0-1 Allocate appropriate personnel and facilities to the project operation unit

0-2 Make an operational plan of the staff section

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

1-2 Select the necessary machinery and equipment

1-3 Procure and install machinery and equipment

1-4 Make operation manuals for the machinery and equipment

1-5 Make a plan to practical use of network

1-6 Set up the LAN for networking

2-1 Analyze procedure of IP administration

2-2 Make the procedure flow of IP administration

2-3 Make the system function through proto-typing measure

2-4 Select necessary functions and data for database

2-5 Design a basic plan for the database and network

2-6 Store data to the database

2-7 Inspect the database software and the network

2-8 Test the database function and the network capacity

2-9 Make manual for database management

2-10 Test the system function

2-11 Make manuals for system operation



- 2-12 Transfer administration job to the computerized system
- 2-13 Make report to operation status of the system
- 2-14 Evaluate the status of system operation and its use
- 2-15 Make manuals for IP administration system
- 2-16 Conduct training courses of terminal operation for system users
- 2-17 Conduct training course of administration process using the system regularly

- 3-1 Analyze procedure of IP administration
- 3-2 Make procedure flow of IP administration
- 3-3 Manage the legal procedure period
- 3-4 Manage the period of handling in NOIP
- 3-5 Make manuals for system operation
- 3-6 Transfer administration job to the computerized system
- 3-7 Make report to operation status of the system
- 3-8 Evaluate the status of system operation and its use
- 3-9 Make manuals for IP administration system
- 3-10 Conduct training courses of terminal operation for system users
- 3-11 Conduct training course of administration process using the system regularly

- 4-1 Analyze procedure of IP administration
- 4-2 Make procedure flow of IP administration
- 4-3 Entry and update the IP data
- 4-4 Operate the IP administration system
- 4-5 Make notification using system
- 4-6 Make document using system
- 4-7 Manage annual fees using system
- 4-8 Define index for search (Number and Classification)
- 4-9 Handle office work using the system

(2) Project Cycle Management (PCM)

The Team explained and the Vietnamese side understood the concept, the outline of the PCM and Project Design Matrix (PDM).

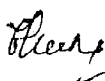
Both sides agreed on the Tentative PDM as shown in ANNEX 3.

(3) Technical Cooperation Program (TCP) and Plan of Operation (PO)

The Team and the Vietnamese side discussed the details of technology transfer in the above fields and drafted Technical Cooperation Plan (TCP), Plan of Operation (PO) and Annual Plan of Operation (APO) as shown in ANNEX 4, ANNEX 5-1, and ANNEX 5-2, respectively.

(4) Concept of Industrial Property Administration System in NOIP

Both sides agreed on the Concept of Industrial Property Administration System in NOIP to be implemented under the Project as shown in ANNEX 6-1.




(5) Plan of Activities

Both sides agreed on the Plan of Activities (Tentative) as shown in ANNEX 6-2.

7. Provisional Scope of Technology Transfer

As to the scope of technology transfer carried out during the Project at the NOIP in Hanoi, both sides agreed to the following subjects.

- (1) Construction of Administration Database to Record Contents from Application to Registration.
- (2) Construction of Administration Database to Utilize Contents from Application to Registration.
- (3) Development of Administrative System for procedures from Application to Registration.
- (4) Development of Practical Use System of data accumulated by the Data Base.
- (5) Development of Accessible System to the Data Base.

8. Measures to be taken by the Japanese Side

(1) Dispatch of Japanese Experts

The Team and the Vietnamese side discussed the timing of dispatch of the following Japanese experts according to the plan in the Tentative Schedules of Implementation (hereinafter referred to as the "TSI") as shown in ANNEX 7.

(Long-Term Experts)

- 1) Chief Advisor
- 2) Coordinator
- 3) Computer System
- 4) Industrial Property Administration

(Short-Term Experts)

- 1) System Analysis
- 2) System Design Database
- 3) Machinery Setting Up

The subject, the number and the duration of the short-term experts would be discussed further at the time of dispatching the Implementation Study Team.

(2) Training of the Vietnamese Counterpart Personnel in Japan

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

The team and the Vietnamese side discussed the timings and fields for the training. The Team explained that the candidates for the training will be selected from the counterparts. The team explained that the Vietnamese side should submit A2A3 form to JICA for the official nomination six (6) months before the training starts.

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(3) Provision of Machinery and Equipment

The Team and the Vietnamese side discussed in detail and agreed tentatively upon the machinery and equipment which would be provided for the Project. The tentative list of the necessary machinery and equipment for the Project, tentative allocation plan for PCs and Printers, and LAN chart of NOIP are as shown in ANNEX 8-1, 8-2 and 8-3, respectively.

In the course of discussions, the following are especially considered and emphasized:

- 1) minimum necessity to pursue the Project purpose
- 2) local costs to be borne by the Vietnamese side
- 3) maintenance capacity of the NOIP
- 4) efficient integration with the existing facilities as shown in ANNEX 9
- 5) priority for the machinery and equipment

The Team explained and the Vietnamese side agreed that the responsibility and the costs necessary for domestic transport, installation and maintenance of the machinery and equipment etc. should be borne by the Vietnamese side. The Team explained that the provision of the machinery and equipment will be finally decided by the Japanese Government taking account of its budgetary condition.

9. Measures to be taken by the Vietnamese Side

(1) Appropriation of Local Costs

Necessary amount of local costs by the Vietnamese side will be indispensable for the implementation of the Project. The Cost Sharing List has been agreed by both sides and shown in ANNEX 10.

The Vietnamese side presented the recent figures of the annual budget of the NOIP as shown in ANNEX 11.

(2) Preparation of the Building and Facilities for the Project

The buildings and facilities necessary for the implementation of the Project will be fully prepared by the Vietnamese side. Office space for Japanese experts equipped properly with office equipment will be fully prepared before the commencement of the Project.

The present location of the NOIP and its layout is shown in ANNEX 12-1 and 12-2.

(3) Procurement of Machinery, Equipment and Materials

Both side reconfirmed that the Vietnamese 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 JICA.



(4) Assignment of Counterpart Personnel

For the successful implementation of the Project, the Vietnamese side will provide the services of the Vietnamese counterpart personnel as necessary. The Allocation Plan of Counterpart Personnel is as listed in ANNEX 13.

Should the allocation of counterpart personnel be changed for either personal or administrative reasons, the Vietnamese side will immediately take necessary measures to supplementarily assign appropriate number of personnel as counterpart for the Project, and also immediately inform the Japanese experts about above changes.

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

Both side reconfirmed that the Vietnamese side will grant in the Socialist Republic of Vietnam 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 Socialist Republic of Vietnam.

10. Joint Coordinating Committee for the Project

Both side reconfirmed that the Joint Coordinating Committee, composed of members appointed by both sides, will be established for smooth implementation of the Project, and convened at least once a year. Its functions and composition are described in ANNEX 14.

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

11. Joint Evaluation

Both side reconfirmed that the evaluation of the Project will be conducted jointly by the two governments through JICA and the Vietnamese side approximately at the middle and six month before the termination of the cooperation period, in order to examine the level of achievement of the objective of the Project. 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 15.

12. Schedule of the Project

The Team explained that the Implementation Study Team would be dispatched in December 1999 for the purpose of concluding the R/D to implement the Project between both governments. However, the Team explained and the Vietnamese side understood that the schedule above is tentative and may be subject to changes. The sample of the R/D is shown in ANNEX 16.



13. Sustainability of the Project

The Vietnamese 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 and institutions so that the technologies and knowledge acquired by the Vietnamese counterpart personnel through the Project will ultimately contribute to economic and social development of the Socialist Republic of Vietnam.

14. Others

- (1) Both sides agreed that common language should be English.
- (2) The attendance at the discussions is listed in ANNEX 17.

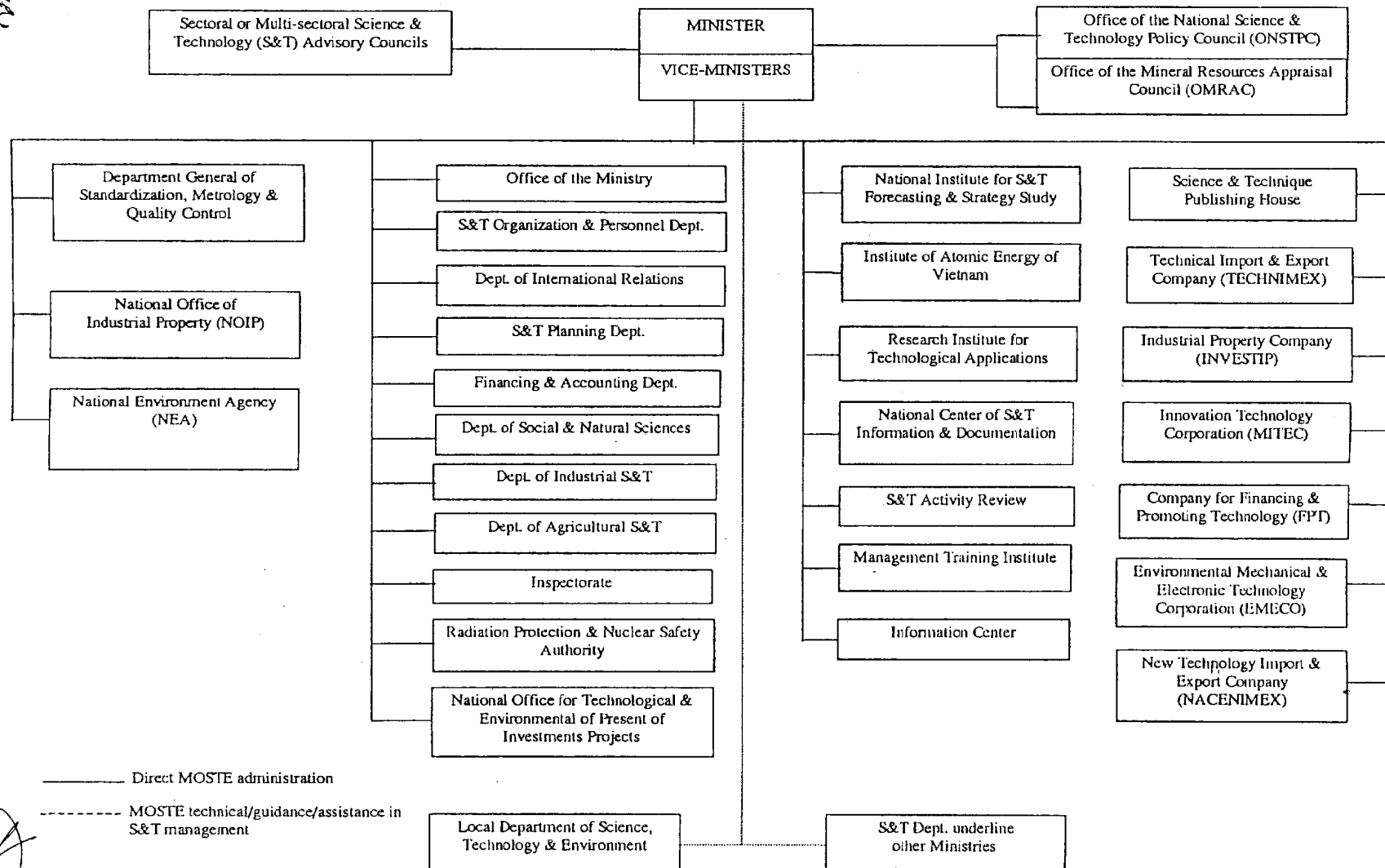


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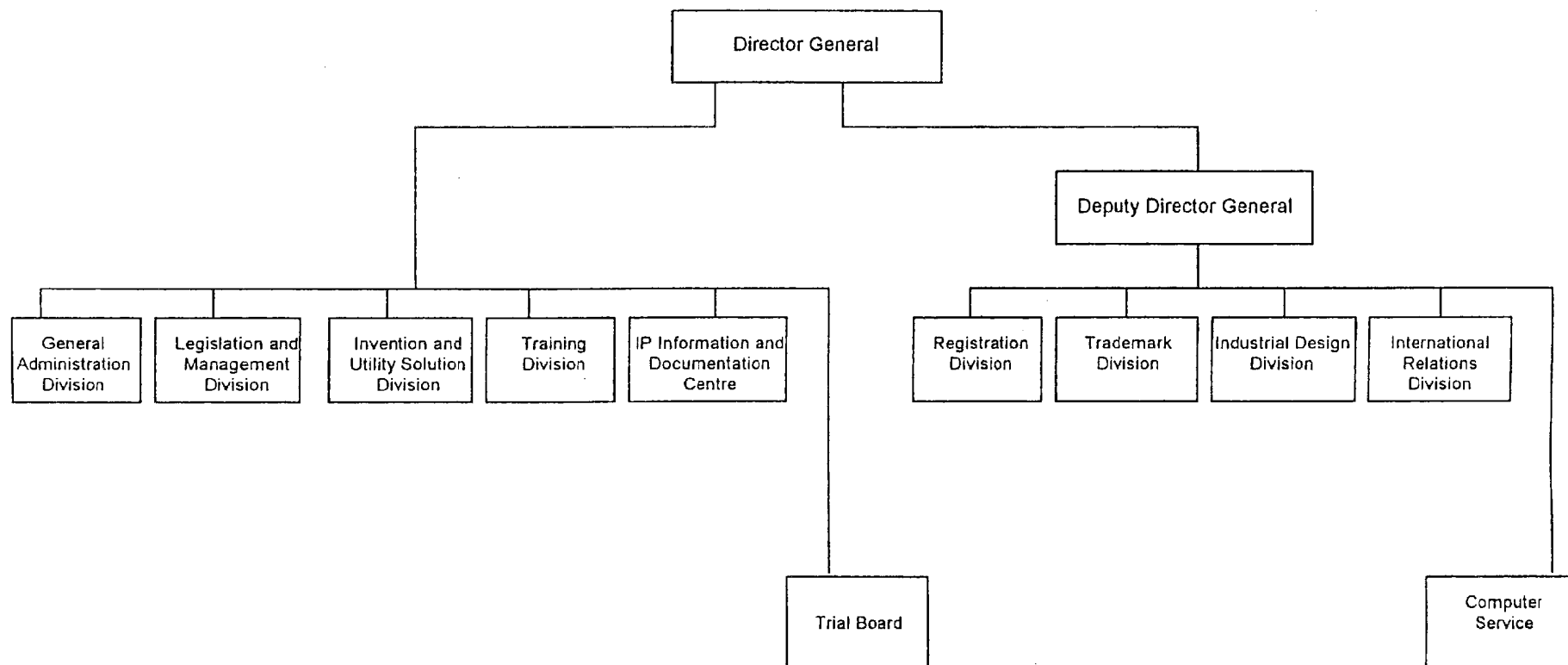
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ANNEX 1-1 Organization Chart of MOSTE



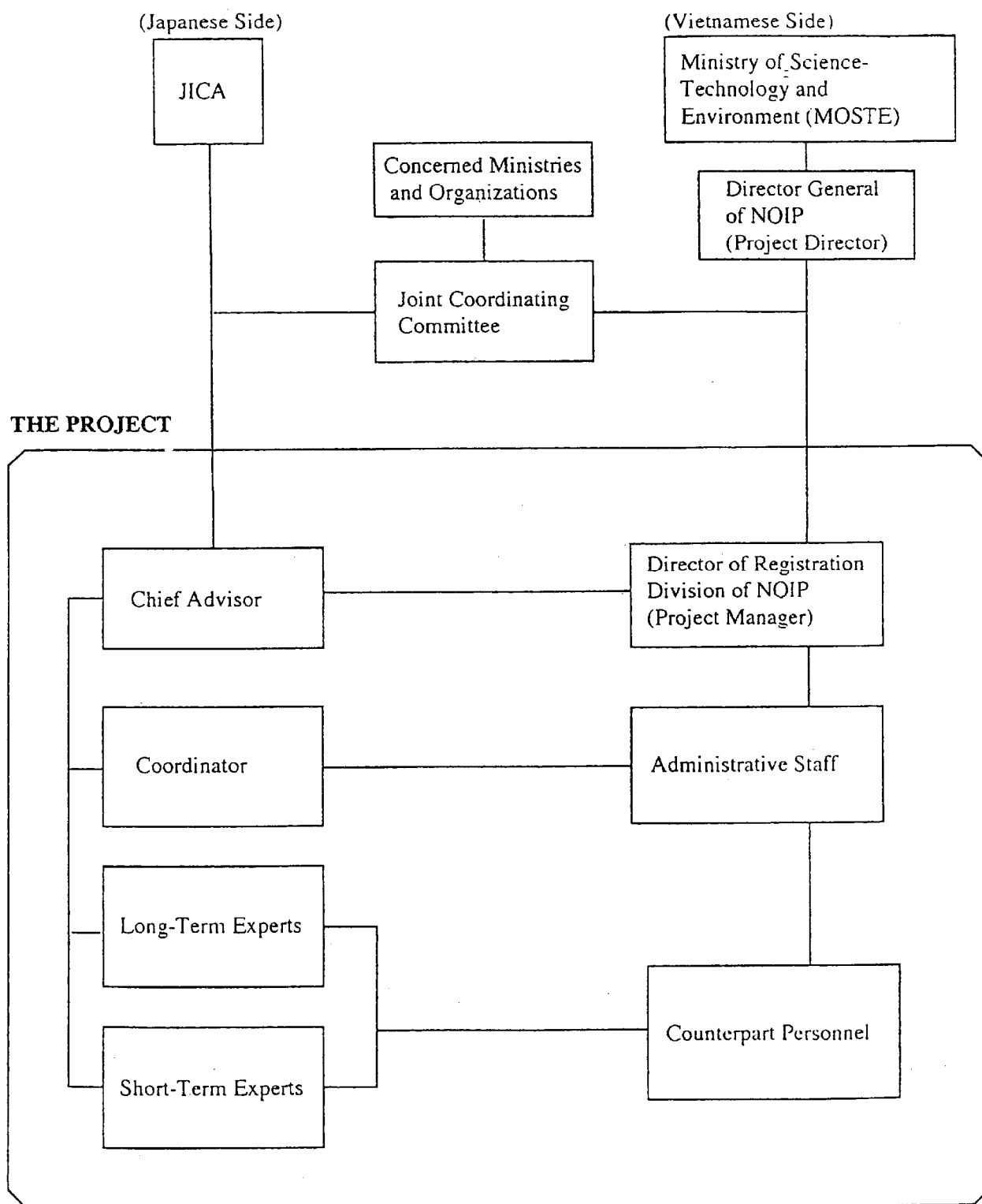
ANNEX 1-2 Organization Chart of NOIP

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ANNEX 2 Provisional Organization Chart for the Administration of the Project



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ANNEX 3 Project Design Matrix (Tentative)

Modernization of Industrial Property Administration Project

Target Group: The staff of National Office of Industrial Property

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The NOIP is able to grant industrial property rights more promptly with increase of accuracy</p>	<p>Increase number of Industrial Property application processed</p>	<p>NOIP record (Comparison of number of application received and the registered)</p>	
<p><Project Purpose> The Industrial Property Administration process is facilitated in the NOIP</p>	<p>1. Reduction in processing time of Industrial Property application</p> <p>2. Efficiency of Industrial Property administration process</p>	<p>1. NOIP records</p> <p>2. Evaluation and interview with NOIP staff and management</p>	<p>a. Examination ability of examiners will be maintained</p> <p>b. Current policies with emphasis on protection of industrial property rights will continue</p> <p>c. Budgetary situation will not get worse rapidly</p>
<p><Results / Outputs> 0. Project operation unit will be enhanced and operated efficiently</p> <p>1. The appropriate machinery and equipment to integrate the industrial property information will be set, operated and maintained appropriately</p> <p>2. The maintenance staff of computer system will be developed to conduct proper administration</p> <p>3. The management staff of Industrial Property will be developed to conduct adequate administration</p> <p>4. The application, formality examination, substantial examination, registration, publication, licensing, and legislation staff will be developed to conduct proper administration</p>	<p>0-1. Personnel number, budget, control ability of management staff</p> <p>1-1 Contents and number of equipment installed 1-2 Contents and number of manuals developed</p> <p>2-1. Ability of office work analysis 2-2. Ability of making job flow charts of IP administration 2-3. Ability of making database design and function design 2-4. Ability of making network design</p> <p>3-1. Ability of making integrated flow charts of system design for IP administration 3-2. Ability of database control and procedure control for IP administration 3-3. Number of training courses to NOIP staff by C/P</p> <p>4-1. Number of jobs processed by IP administration system 4-2. Contents and number of manuals developed 4-3. Number of users of IP administration system</p>	<p>0-1. Organization chart, administration record, accounting record, personnel record</p> <p>1-1 Property record, operation & maintenance record 1-2 List of manuals and manual themselves</p> <p>2-1. Document of office work analysis 2-2. List of the flow charts 2-3. Definition document of database design and function design 2-4. Definition document of network design 2-5. Record of database and network operation</p> <p>3-1. Document of integrated flow chart of IP administration 3-2. Record of database and network operation 3-3. Project record, evaluation and interview to NOIP staff</p> <p>4-1. Number of entry-fields and print-outs by the system 4-2. List of manuals and manuals themselves 4-3. Operation record</p>	<p>a. C/P will remain at NOIP</p>

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<Activities>	Inputs		
	Vietnamese Side	Japanese Side	
0-1 Allocate appropriate personnel and facilities to the project operation unit 0-2 Make an operational plan of the staff section 1-1 Make a plan to install necessary machinery and equipment 1-2 Select the necessary machinery and equipment 1-3 Procure and install machinery and equipment 1-4 Make operation manuals for the machinery and equipment 1-5 Make a plan to practical use of network 1-6 Set up the LAN for networking 2-1 Analyze procedure of IP administration 2-2 Make the procedure flow of IP administration 2-3 Make the system function through proto-typing measure 2-4 Select necessary functions and data for database 2-5 Design a basic plan for the database and network 2-6 Store data to the database 2-7 Inspect the database software and the network 2-8 Test the database function and the network capacity 2-9 Make manual for database management 2-10 Test the system function 2-11 Make manuals for system operation 2-12 Transfer administration job to the computerized system 2-13 Make report to operation status of the system 2-14 Evaluate the status of system operation and its use 2-15 Make manuals for IP administration system 2-16 Conduct training courses of terminal operation for system users 2-17 Conduct training course of administration process using the system regularly 3-1 Analyze procedure of IP administration 3-2 Make procedure flow of IP administration 3-3 Manage the legal procedure period 3-4 Manage the period of handling in NOIP 3-5 Make manuals for system operation 3-6 Transfer administration job to the computerized system 3-7 Make report to operation status of the system 3-8 Evaluate the status of system operation and its use 3-9 Make manuals for IP administration system 3-10 Conduct training courses of terminal operation for system users 3-11 Conduct training course of administration process using the system regularly 4-1 Analyze procedure of IP administration 4-2 Make procedure flow of IP administration 4-3 Entry and update the IP data 4-4 Operate the IP administration system 4-5 Make notification using system 4-6 Make document using system 4-7 Manage annual fees using system (Number and Classification) 4-8 Define index for search 4-9 Handle office work using the system	1 Local cost Necessary budget for the implementation of the Project 2 Allocation of C/P and necessary personnel (1) Administrative C/P (2) Management C/P (3) Maintenance C/P 3 Land, buildings, rooms and facilities for Japanese experts 4 Machinery and equipment Purchase necessary machinery and equipments and its maintenance	1 Dispatch of Japanese experts (1) Long-term experts a. Chief advisor b. Project coordinator c. Computer System d. Industrial Property Administration (2) Short-term experts Appropriate number of the experts will be attached as necessity arises 2 C/P training in Japan About 1 to 3 Vietnamese C/P will be accepted for training in Japan 3 Provision of machinery and equipment	a. Machinery and equipment provided by the Japanese side will obtain easy custom clearance. <Precondition> a. Necessity of modernizing industrial property administration will not be decreased.

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ANNEX 4 Technical Cooperation Plan (TCP)

Japanese Fiscal Year	1999				2000				2001				2002				2003				2004	
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II
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. The Data-Store Database																						
(1) The Data-Store system planning																						
(2) Basic planning for the data-store system																						
(3) Detailed planning for the data-store System																						
(4) Operation of the data-store database																						
3. The Practical Use of Database																						
(1) Planning for practical use system																						
(2) Basic planning for the practical use system																						
(3) Detailed planning for the practical use system																						
(4) Operation of the practical use database																						
4. Management of the Patent Administration 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 5-1 Plan of Operation (PO)

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT IN THE SOCIALIST REPUBLIC OF VIETNAM

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT IN THE SOCIALIST REPUBLIC OF VIETNAM																			
Calendar Year	2000				2001				2002				2003				Responsible Person in Project Team	Input	Remarks
Fiscal Year	2000				2001				2002				2003						
Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Activities																			
0 Project operation unit will be enhanced and operated efficiently																			
0-1 Allocate appropriate personnel and facilities to the project operation unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PD		
0-2 Make an operational plan of the staff section	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PD		
1 The appropriate machinery and equipment to integrate the industrial property information will be set, operated and maintained appropriately																			
1-1 Make a plan to install necessary machinery and equipment	-	-															C/P	CE	
1-2 Select the necessary machinery and equipment		-	-														C/P	CE	
1-3 Procure and install machinery and equipment			-	-													C/P	CE	
1-4 Make operation manuals for the machinery and equipment				-													C/P	CE	
1-5 Make a plan to practical use of network			-														C/P	CE	
1-6 Set up the LAN for networking				-													C/P	CE	
2 The maintenance staff of computer system will be developed to conduct proper administration																			
2-1 Analyze procedure of IP administration	-																C/P	AE	
2-2 Make the procedure flow of IP administration	-																C/P	AE	
2-3 Make the system function through proto-typing measure		-															C/P	CE	
2-4 Select necessary functions and data for database		-	-														C/P	CE	
2-5 Design a basic plan for the database and network			-	-													C/P	CE	
2-6 Store data to the database					-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE	
2-7 Inspect the database software and the network				-													C/P	CE	
2-8 Test the database function and the network capacity				-													C/P	CE	
2-9 Make manual for database management				-													C/P	CE	
2-10 Test the system function				-													C/P	CE	

Note: (1) The Japanese fiscal year starts in April and ends in March.

(2) Above Schedule is subject to change in accordance with the progress of the Project.

PD: Project Director, PM: Project Manager, C/P: Counterpart

CA: Chief Advisor, CE: Computer-system Expert, AE: IP Administration Expert, SE: Short-Term Expert

ANNEX 5-1 Plan of Operation (PO)

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT IN THE SOCIALIST REPUBLIC OF VIETNAM

Calendar Year	2000				2001				2002				2003				Responsible Person in Project Team	Input	Remarks
Fiscal Year	2000				2001				2002				2003						
Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Activities																			
2-11 Make manuals for system operation				-													C/P	CE	
2-12 Transfer administration job to the computerized system				-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE	
2-13 Make report to operation status of the system				-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE	
2-14 Evaluate the status of system operation and its use									-						-		C/P	CE	
2-15 Make manuals for IP administration system				-	-				-				-			-	C/P	CE	
2-16 Conduct training courses of terminal operation for system users				-	-			-	-			-	-		-		C/P	CE	
2-17 Conduct training course of administration process using the system regularly					-				-				-				C/P	CE	
3 The management staff of Industrial Property will be developed to conduct adequate administration																			
3-1 Analyze procedure of IP administration	-							-									C/P	AE	
3-2 Make procedure flow of IP administration	-							-									C/P	AE	
3-3 Manage the legal procedure period									-								C/P	AE	
3-4 Manage the period of handling in NOIP										-							C/P	AE	
3-5 Make manuals for system operation										-							C/P	AE	
3-6 Transfer administration job to the computerized system										-	-	-	-	-	-	-	C/P	AE	
3-7 Make report to operation status of the system										-	-	-	-	-	-	-	C/P	AE	
3-8 Evaluate the status of system operation and its use													-				C/P	AE	
3-9 Make manuals for IP administration system										-			-			-	C/P	AE	
3-10 Conduct training courses of terminal operation for system users										-			-				C/P	AE	
3-11 Conduct training course of administration process using the system regularly										-			-				C/P	AE	
4 The application, formality examination, substantial examination, registration, publication, licensing, and legislation staff will be developed to conduct proper administration																			
4-1 Analyze procedure of IP administration	-								-								C/P	AE	
4-2 Make procedure flow of IP administration	-								-								C/P	AE	

Note: (1) The Japanese fiscal year starts in April and ends in March.

(2) Above Schedule is subject to change in accordance with the progress of the Project.

PD: Project Director, PM: Project Manager, C/P: Counterpart

CA: Chief Advisor, CE: Computer system Expert, AE: IP Administration Expert, SE: Short-Term Expert

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ANNEX 5-1 Plan of Operation (PO)

CA: Chief Advisor, CE: Computer-system Expert, AE: IP Administration Expert, SE: Short-Term Expert

Calendar Year	2000				2001				2002				2003				Responsible Person in Project Team	Input	Remarks
Fiscal Year	2000				2001				2002				2003						
Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Activities																			
1-3 Entry and update the IP data					—	—	—	—	—	—	—	—	—	—	—	—	C/P	CE	
1-4 Operate the IP administration system					—	—	—	—	—	—	—	—	—	—	—	—	C/P	CE	
1-5 Make notification using system												—					C/P	CE	
1-6 Make document using system										—							C/P	CE	
1-7 Manage annual fees using system												—					C/P	CE	
1-8 Define index for search (Number and Classification)	—								—								C/P	CE	
1-9 Handle office work using the system					—	—	—	—	—	—	—	—	—	—	—	—	C/P	CE	

Note: (1) The Japanese fiscal year starts in April and ends in March.

(2) Above Schedule is subject to change in accordance with the progress of the Project.

PD: Project Director, PM: Project Manager, C/P: Counterpart

CA: Chief Advisor, CE: Computer-system Expert, AE: IP Administration Expert, SE: Short-Term Expert

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ANNEX 5-2 Annual Plan of Operation (APO)

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT IN THE SOCIALIST REPUBLIC OF VIETNAM																						
Activities	Target	2000												2001			Responsible Person in Project Team	Input FY	Remarks			
		2000												2001								
		4	5	6	7	8	9	10	11	12	1	2	3									
0 Project operation unit will be enhanced and operated efficiently																						
0.1 Allocate appropriate personnel and facilities to the project operation unit	Secure the necessary number of Counterparts and amount of budget for effective progress of the Project	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PD					
0.1.1 Assign counterparts and personnel																						
0.1.2 Counterpart Training in Japan																						
0.1.3 Allocate budget for 2000-2001																						
0.2 Make an operational plan of the staff section		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PD				
0.2.1 Make personnel allocation plan																						
1 The appropriate machinery and equipment to integrate the industrial property information will be set, operated and maintained appropriately																						
1.1 Make a plan to install necessary machinery and equipment	Secure the stable operation of IP administration system	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE				
1.2 Select the necessary machinery and equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE				
1.3 Procure and install machinery and equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE				
1.4 Make operation manuals for the machinery and equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE				
1.5 Make a plan to practical use of network		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE				
1.6 Set up the LAN for networking																C/P	CE					
2 The maintenance staff of computer system will be developed to conduct proper administration																						
2.1 Analyze procedure of IP administration	Secure the stable maintenance of IP administration system	-	-	-													C/P	AE				
2.2 Make the procedure flow of IP administration		-	-	-													C/P	AE				
2.3 Make the system function through proto-typing measure					-	-	-										C/P	CE				
2.4 Select necessary functions and data for database					-	-	-	-	-	-							C/P	CE				
2.5 Design a basic plan for the database and network								-	-	-	-	-	-	-	-	-	C/P	CE				
2.7 Inspect the database software and the network																	C/P	CE				
2.8 Test the database function and the network capacity																	C/P	CE				
2.10 Test the system function																	C/P	CE				
2.12 Transfer administration job to the computerized system																	C/P	CE				
2.13 Make report to operation status of the system																	C/P	CE				
2.15 Make manuals for IP administration system																	C/P	CE				
2.16 Conduct training courses of terminal operation for system users																	C/P	CE				
3 The management staff of Industrial Property will be developed to conduct adequate administration																						
3.1 Analyze procedure of IP administration	Secure the stable management of IP administration system	-	-	-													C/P	AE				
3.2 Make procedure flow of IP administration		-	-	-													C/P	AE				
4 The application, formality examination, substantial examination, registration, publication, licensing, and legislation staff will be developed to conduct proper administration																						
4.1 Analyze procedure of IP administration	Secure the stable working using IP administration system	-	-	-													C/P	AE				
4.2 Make procedure flow of IP administration		-	-	-													C/P	AE				
4.8 Define index for search (Number and Classification)		-	-	-													C/P	CE				

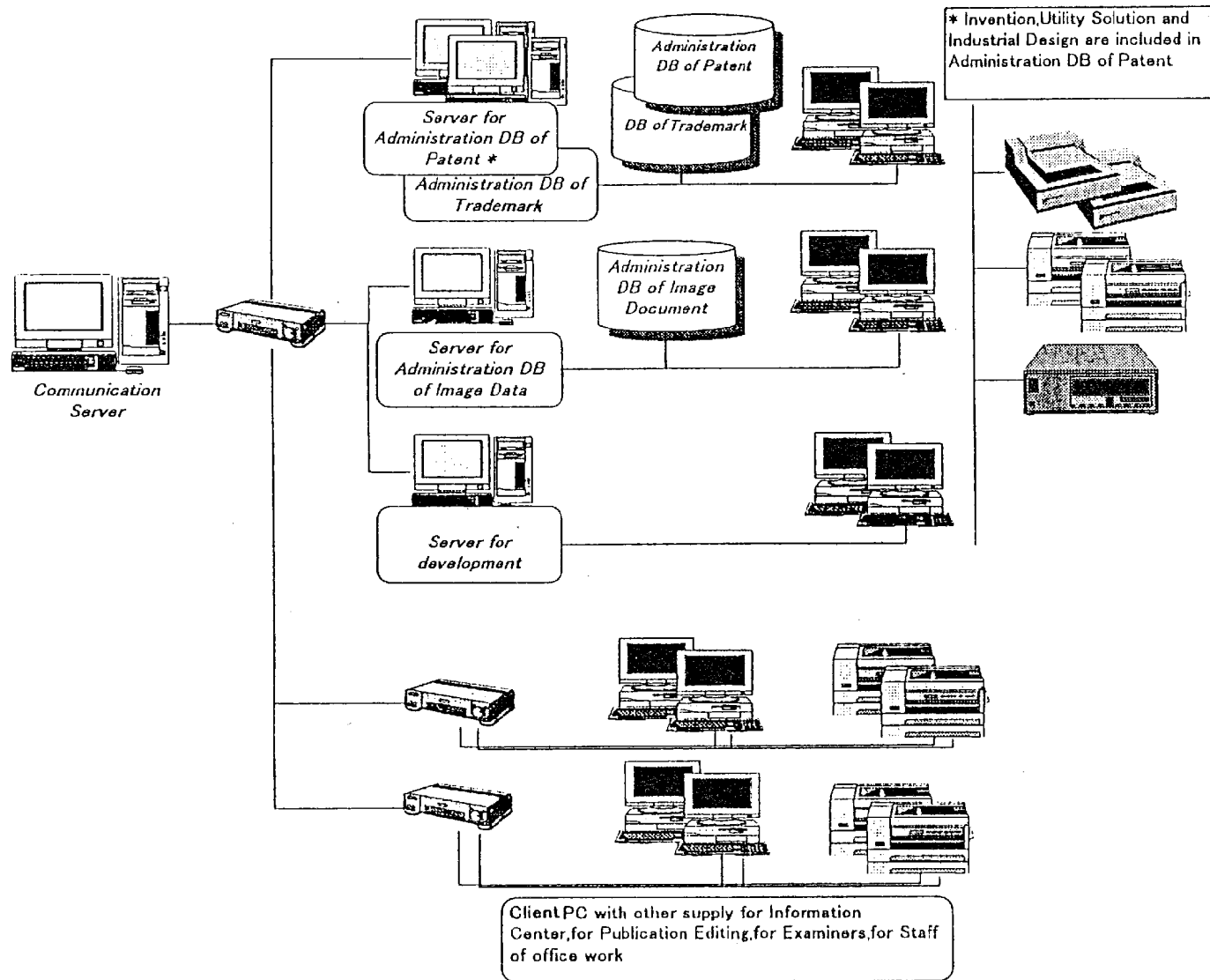
Note: (1) The Japanese fiscal year starts in April and ends in March.

(2) Above Schedule is subject to change in accordance with the progress of the Project.

PD: Project Director, PM: Project Manager, C/P: Counterpart

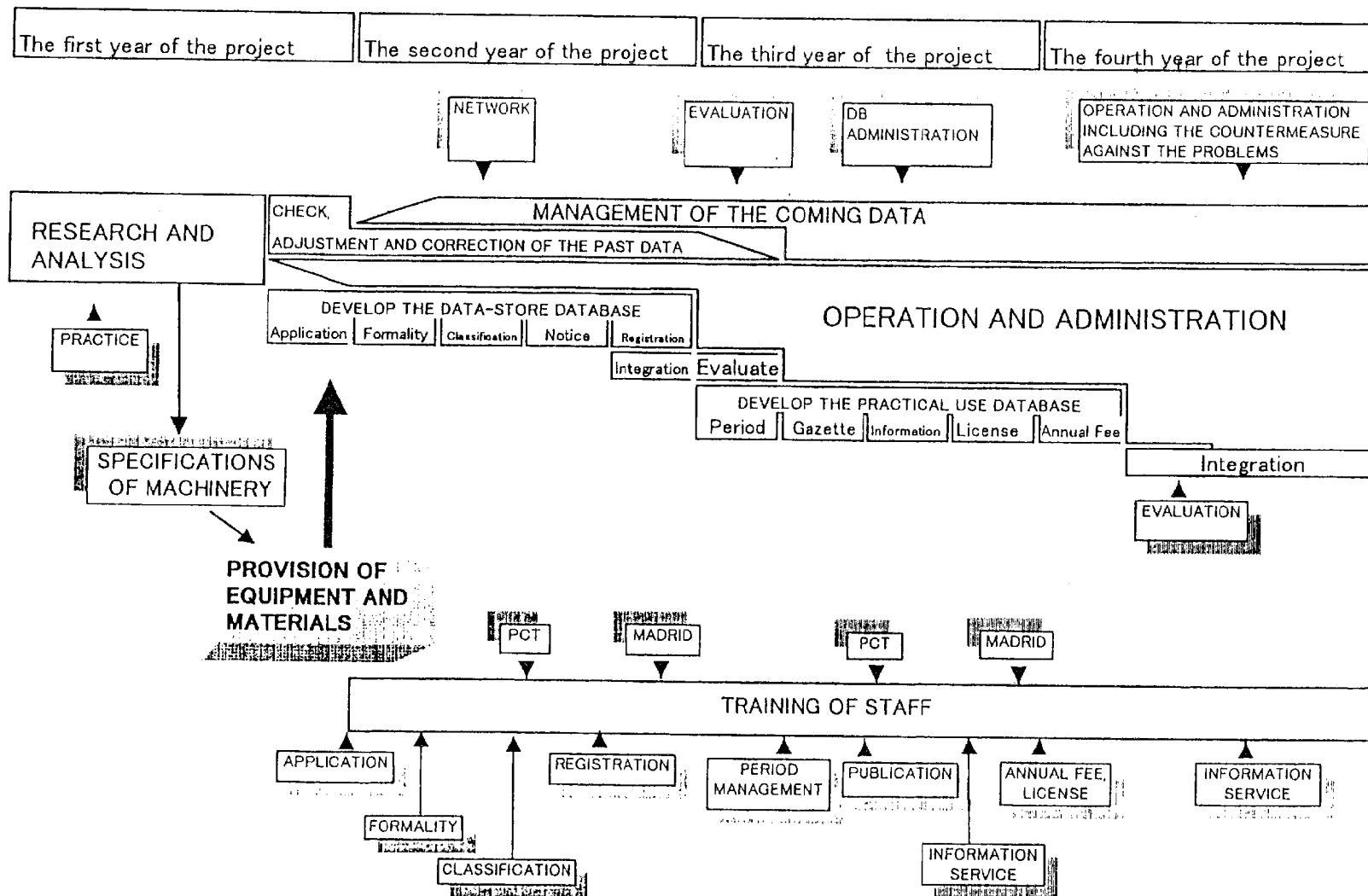
CA: Chief Advisor, CE: Computer-system Expert, AE: IP Administration Expert, SE: Short-Term Expert

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ANNEX 6-2 Plan of Activities(Tentative)



ANNEX 7 Tentative Schedule of Implementation (TSI)

Japanese Fiscal Year	98	1999				2000				2001				2002				2003				2004			
	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																									
The Japanese Side																									
I Dispatch of Mission																									
(1) Preliminary Study																									
(2) Supplementary Study																									
(3) Implementation Study																									
(4) Technical Guidance																									
(5) Evaluation																									
II Dispatch of Long-Term Experts																									
(1) Chief Advisor																									
(2) Coordinator																									
(3) Expert of Industrial Property Administration																									
(4) Expert of Computer System																									
III Dispatch of Short-Term Experts																									
IV Training of C/P Personnel in Japan																									
V Provision of Machinery and Equipment																									
The Vietnamese Side																									
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.

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ANNEX 8-1

List of Necessary Machinery And Equipment for the Project
(TENTATIVE)

System Composition	Priority		Machinery and Equipment	Number	Note
	Number Adjustment				
A	A		Server for Administration Database of Patent	1	Support for Office work and Examination of Patent, Utility Solution and Industrial Design
A	A		Software for Administration Database of Patent	1	
A	A		Server for Administration Database of Trademark	1	Support for Office work and Examination of Trademark
A	A		Software for Administration Database of Trademark	1	
A	A		Server for Administration Database of Image Documents	1	Support for handling of Image data
A	A		Software for Administration Database of Image Documents	1	
A	A		Server for Communication	1	For Communication Control
A	A		Software for Communication Control	1	
A	A		Server for Development	1	For System Development
A	A		Software for Development	1	
A	B		HUB	12	Build up for Local Area Network
A	B		Cable	120	Build up for Local Area Network
A	B		Uninterruptible Power Supply(UPS)	61	For Power Failure
A	B		Image Scanner	5	Input for Documents and Specifications
A	B		Personal Computer(PC)	56	Input for Data , For Reference of Database, et
A	B		Software for PC	56	
A	B		Printer	44	For Officework, For Statistics, etc
A	A		Support Software for Office work and Search	1	For Officework and Search, etc
A	A		Power Supply for the System	1set	To stabilize voltage and generate electric power

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

ANNEX 8-2 Tentative Allocation Plan for PCs and Printers

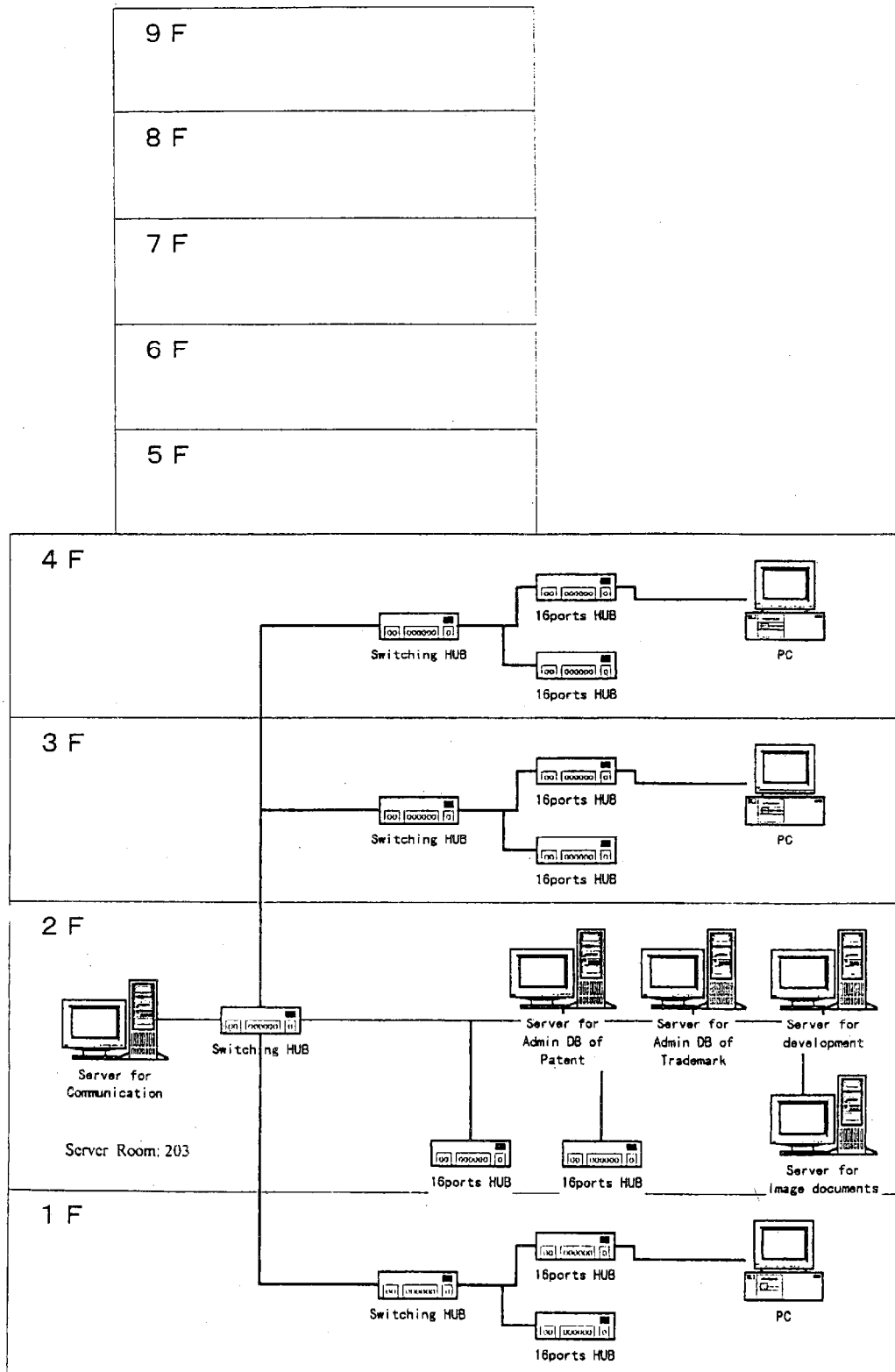
Division	Tasks	Staff	PCs	Printers
Director General	General supervision and management of the overall work of NOIP	1	1	1
Deputy Director General	General supervision and management of the overall work of NOIP	1	1	0
Administration Division	Fee collection, mail service, maintenance work, logistics	4	2	1
	Financial management	1	1	1
Registration Division	Communication with applicants (guiding applicants, informing them of the status of their applications etc.)	3	1	1
	Inputting bibliographic data (P, US, TM, ID, AO)	2	2	2
	Inputting images (P, US, TM, ID, AO)	2	2	2
	Classification, formality examination of trademarks, notification to applicants	2	1	1
	Checking data, inputting specifications (P, US), amending list of goods/services (TM), printing certificates and other documents	4	4	4
	Registering, making change of owner, address; renewal; observing the status of patents, certificates	2	1	1
Inventions & Utility Solution Division	Amending data, selecting data for publication of applications, notification to applicants, communicating with applicants, preparing correspondence with WIPO concerning PCT applications	3	2	2
	Preparing abstracts for publication, classification, reading and understanding specifications, searching for the purpose of substantive examination	20	9	8
Trademark Division	Amending data, selecting data for publication of applications	1	1	1
	Preparing correspondence with WIPO concerning international TM applications	1	1	1
	Searching for the purpose of substantive examination, issuing notice to applicants	12	4	2

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Division	Tasks	Staff	PCs	Printers
Industrial Design Division	Amending data, selecting data for publication of applications, communicating with applicants	2	1	1
	Searching for the purpose of the substantive examination, issuing notice to applicants	6	3	0
Legislation & Management Division	Inputting data on licences and assignments of rights, selecting data for publication, communicating with applicants, updating data on laws and regulations	6	1	1
		2	1	0
Information Center	Preparing layouts for Gazette, statistical data	6	4	4
	Searching at requests of the general public	12	5	5
Computer Service	Designing and administering network system and doing other administrative work	2	2	1
International Relations Division	Managing data on bilateral and multilateral co-operation, preparing correspondence	5	2	0
Training Division	Managing data on teaching materials	3	0	1
Trial Board	Inputting data on appeals, preparing documents and decisions	2	1	0
Counterparts	Working full-time for the Project	4	3	3
Others		16	0	0
Total		125	56	44

Abbreviations: P - Patent, US - Utility Solution, TM - Trademark, ID - Industrial Design, AO - Appellation of origin

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ANNEX 9 List of Existing Machinery and Equipment of NOIP

No	Division	Room	Main Use (current)	Manufacturer	CPU	RAM (MB)	HDD (GB)	CD-ROM	OS	Other Softwares
1	General Administration Div.	111	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
2	Registration Div.	108	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
3	International Relation Div.	105	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
4	Legislation&Management Div.	212	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
5	Training Div.	209	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
6	Computer Service	206	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
7	Trademark Div.	308	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
8	Industrial Design Div.	310	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
9	Trial Board	305	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV
10	Information&Documentation Center	303	Workstation of NOIP1	Fujitsu	PentiumII-300	64	8	1	Win95	MSOffice97,NortonATV
11	Invention&Utilities Solution Div.	412	Workstation of NOIP1	Fujitsu	PentiumII-300	64	5.2	1	Win95	MSOffice97,NortonATV

ANNEX 10 Cost Sharing List

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

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ANNEX 11 Annual Budget of NOIP from 1997 to 1999

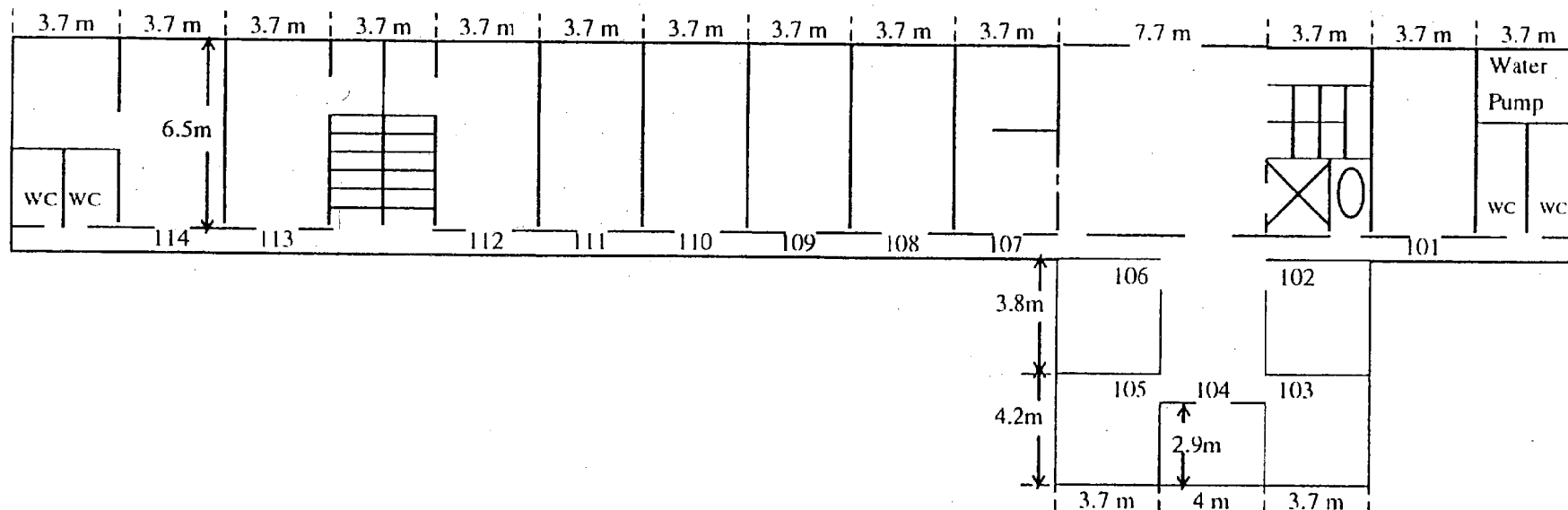
Years	Subsidized by the Government (Million VNĐ)			Total (Million VNĐ)
	Salary, Electricity, Telephone ...	Reconstruction and Maintenance	Purchase of Equipment and others	
1997	2,263	1,436	877	4,576
1998	4,490	527	1,472	6,489
1999	4,133	150	1,587	5,870

- The exchange rate in December 1998 is approximately 13,900 VNĐ = 1 US\$
- The fiscal year in Vietnam starts in January and ends in December.

ANNEX 12-1 Present Location Map of NOIP

The map illustrates the geographical context of the NOIP (New Outer Industrial Park) in Hanoi. The NOIP area is centrally located, bordered by several districts and communes. To the north, the map shows areas like Quan Hoa and Cau Giay. To the east, it includes Thanh Xuan and Huyen Thanh. The Red River (Sông Tô Lịch) is depicted flowing through the region, with various bridges and infrastructure marked. The map also identifies numerous smaller locations, including villages and industrial zones, providing a comprehensive overview of the area's layout and surrounding infrastructure.

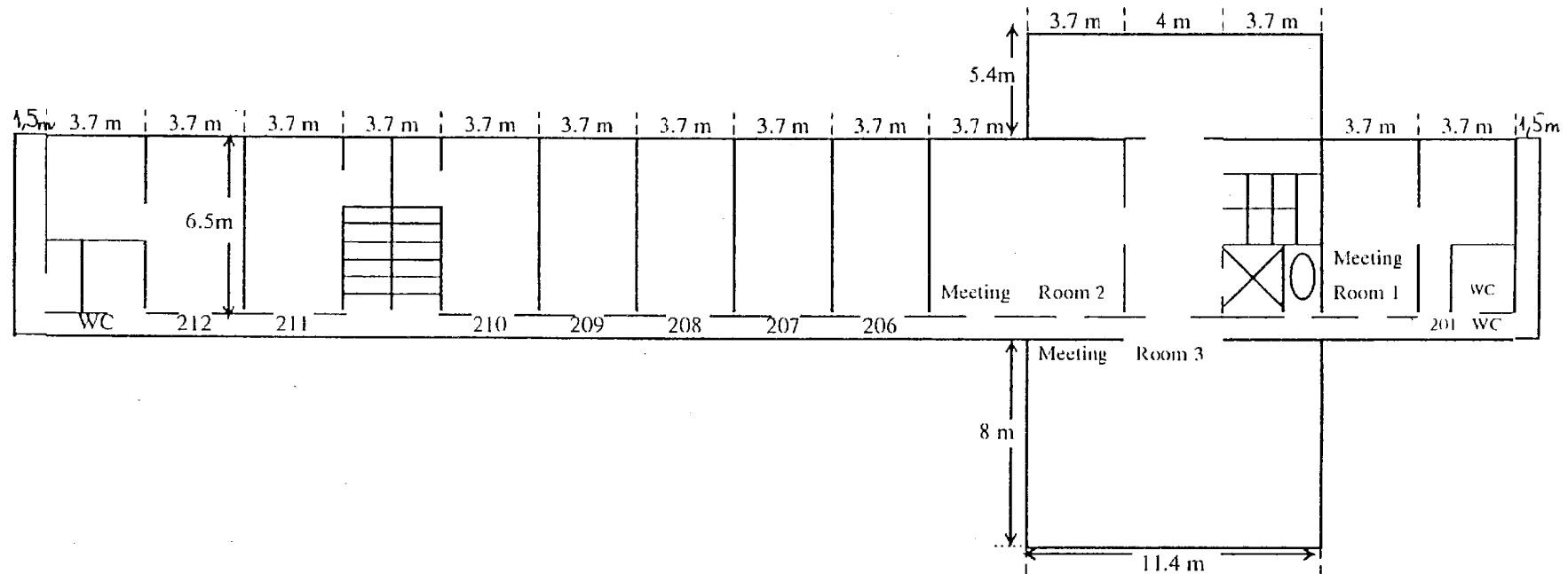
ANNEX 12-2 Floor Plan of the Project - First Floor



- The height of rooms is 3.63 m
- Electric switches are installed in 4 corners of rooms, at 0.3 m from the floor.
- Room No.101, 109, 110, 111, 112 belong to the Registration Division
(No. 110 is the Application Receiving room)
- Room No. 107, 108, 113, 114 belong to the Administration Division
(No. 108 is Counting and Fees Collecting room).

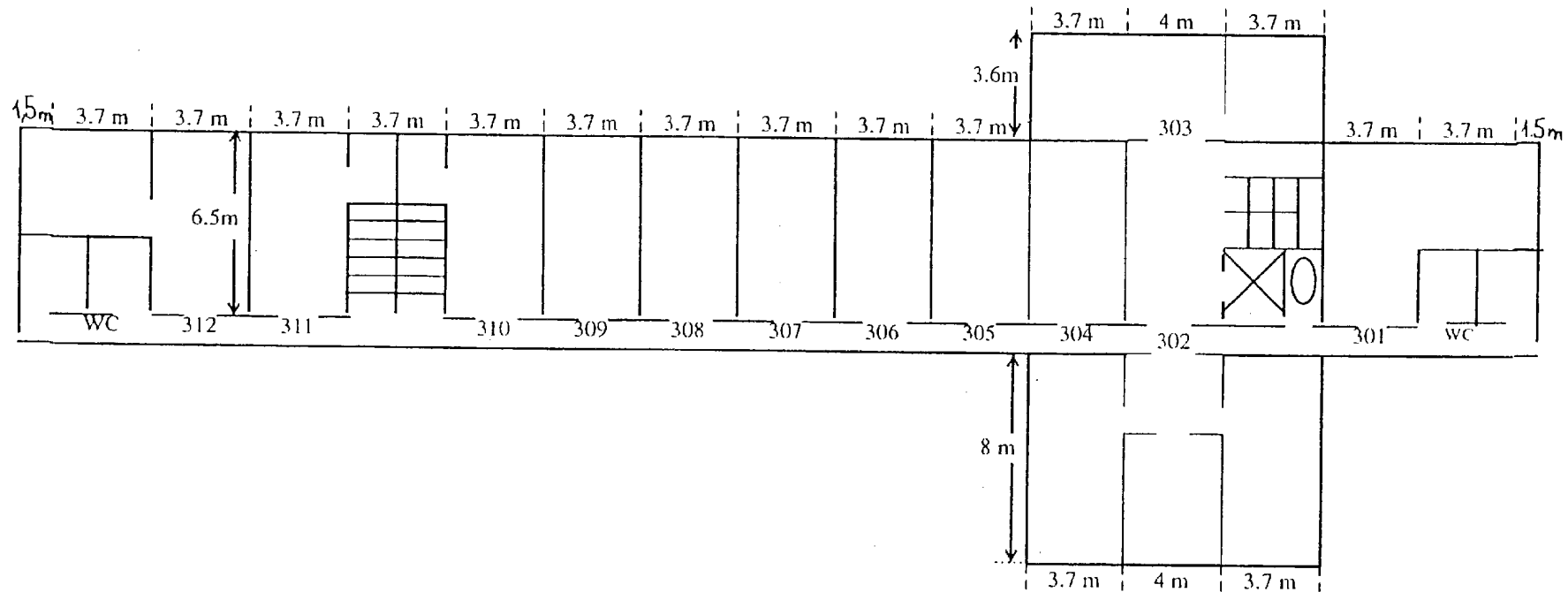
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ANNEX 12-2 Floor Plan of the Project - Second Floor



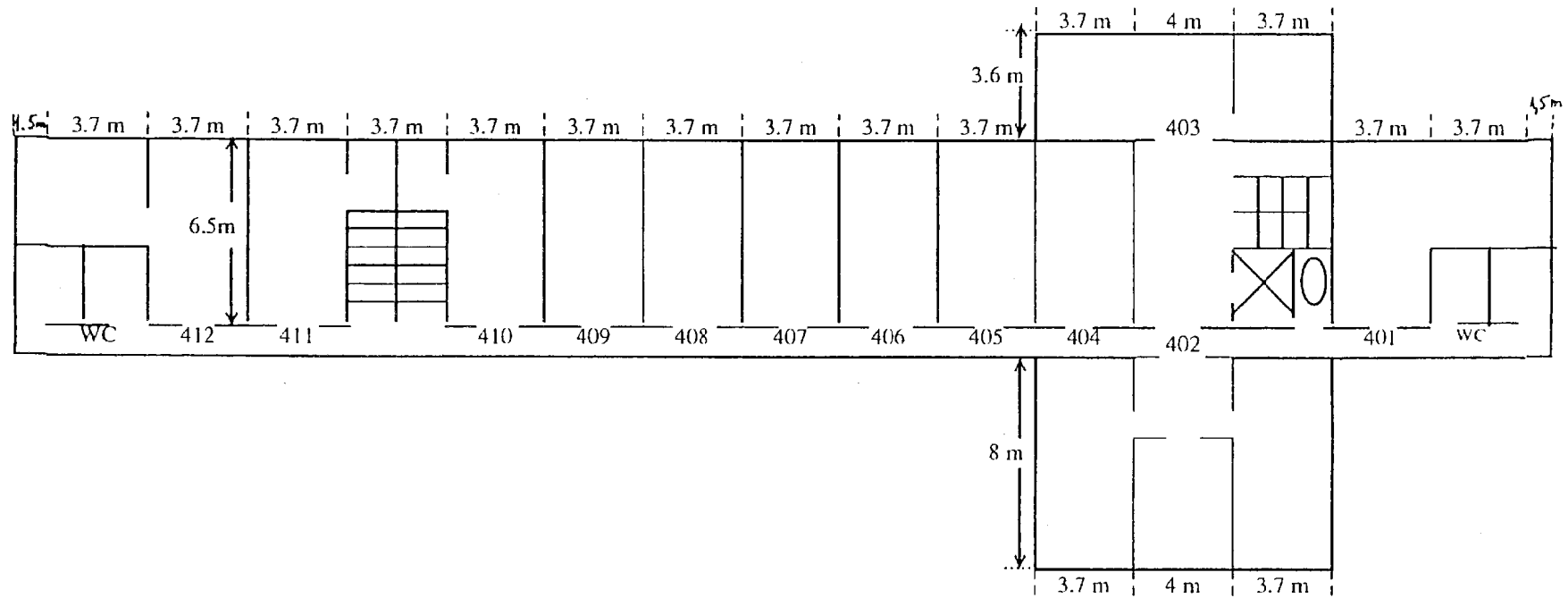
- The height of rooms is 3.3 m.
- Electric switches are installed in 4 corners of rooms, at 0.3m from the floor.
- Room No. 201 belongs to the Administration Division
- Room No. 206 - Computer Service
- Room No. 209 - Training Division
- Room No. 211 - Director General of NOIP
- Room No. 207, 208, 211, 212 belong to the Legislation and Management Division

ANNEX 12-2 Floor Plan of the Project - Third Floor



- The height of rooms is 3.3 m.
- Electric switches are installed in 4 corners of rooms, at 0.3 m from the floor.
- Room No.301, 302, 303 belong to the IP Information and Documentation Center.
(Room No. 302 is Microfiche Storage, 303 is Reading room)
- Room No. 304, 309, 310 belong to the Industrial Designs Division
- Room No. 305 - Trial Board.
- Room No. 311 - Deputy Director General of NOIP
- Room No.306, 307, 308, 312 belong to the Trademark Division

ANNEX 12-2 Floor Plan of the Project - Fourth Floor



- The height of rooms is 3.3 m.
- Electric switches are installed in 4 corners of rooms, at 0.3m from the floor
- Room No. 401, 402, 403, 404, 405, 407 belong to the IP Information and Documentation Center
(Room No. 401 is CD-ROM Storage, 402 is Microfiche Storage)
- Room No. 406, 408, 409, 410, 411, 412 belong to the Inventions and Utility Solutions Division

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ANNEX 13

List of Counterparts

Name	Position	Project's duty.
Dr. Pham Dinh Chuong	General Director of NOIP	Project Director
Mr. Phan Phung Tuan	Director, Registration Division	Project Manager
Mr. Duong Quang Binh	Head, Computer Service	Full - time
Mr. Nguyen Tuan Hung	Expert, I & D Center	Full - time
Ms. Doan Thieu Trang	Expert, International Relations Division	Full - time
Mr. Phan Ngan Son	Deputy Director, I& US Division	Part - time
Mr. Tran Van Ngat	Expert, Industrial Design Division	Part - time
Mr. Nguyen Hung	Expert, Trademark Division	Part - time
Mr. Le Toan Thang	Expert, Registration Division	Part - time



ANNEX 14 Provisional Functions and Composition of Joint Coordinating Committee

1. Functions

The joint coordinating committee will be held at least once a year and whenever necessity arises for the purpose of:

- 1) approving the Annual Plan of Operation (APO) of the Project in line with the Technical Cooperation Program (TCP) and Tentative Schedule of Implementation (TSI) in the framework of the Record of Discussions.
- 2) coordinating necessary actions to be taken by both sides;
- 3) reviewing the overall progress of the Project program as well as its achievement;
- 4) exchanging views on major issues arising from or in connection with the Project.

2. Composition

1) Chairperson

Director General of NOIP

2) Committee Members

(Vietnamese Side)

- a. Representative(s) of NOIP
- b. Other personnel concerned with the Project decided by the Vietnamese 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 Socialist Republic of Vietnam
- e. Other personnel concerned to be decided and dispatched by JICA, if necessary

Note: Official(s) of Embassy of Japan in the Socialist Republic of Vietnam as well as MOSTE may attend the committee as observer(s).



ANNEX 15 The Five 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.

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(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. The evaluate impact, both the overall goal and project purpose should be referred to in the beginning of the evaluation. Evaluation with this 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.

Henry

(Signature)

ANNEX 16 Sample of the Record of Discussions (R/D)

THE RECORD OF DISCUSSIONS
BETWEEN
THE JAPANESE IMPLEMENTATION STUDY TEAM
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE KINGDOM OF THAILAND
ON
THE JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT ON
THE INDUSTRIAL PROPERTY INFORMATION CENTER IN THE KINGDOM OF THAILAND

The Japanese Implementation Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Osamu Morimoto, visited the Kingdom of Thailand from April 20, 1995 to April 29, 1995 for the purpose of working out the details of the technical cooperation program concerning the Project on the Industrial Property Information Center in the Kingdom of Thailand.

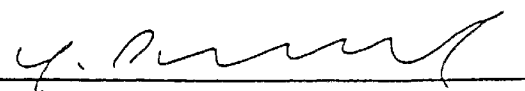
During its stay in the Kingdom of Thailand, the Team exchanged the views and had a series of discussions with the Thai authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Kingdom of Thailand, signed in Tokyo on November 5, 1981 (hereinafter referred to as "the Agreement"), the Team and the Thai authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

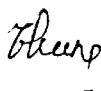
Bangkok, April 27, 1995



Mr. Osamu Morimoto
Leader,
Implementation Study Team,
Japan International Cooperation Agency,
Japan.



Mr. Yanyong Phuangratch
Deputy Director-General,
for Lt. Suchai Jaovisidha
Director-General,
Department of Intellectual Property,
Ministry of Commerce,
The Kingdom of Thailand.





THE ATTACHED DOCUMENT

I . COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of the Kingdom of Thailand will implement the Project on the Industrial Property Information Center in the Kingdom of Thailand (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 and the provisions of Article III of the Agreement, the Government of Japan will take, at its own expense, the following measures through JICA according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts as listed in ANNEX II . The provision of Article IX of the Agreement will be applied to the above-mentioned experts.

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 provision of Article VIII-1 of the Agreement will be applied to the Equipment.

3. TRAINING OF THAI PERSONNEL IN JAPAN

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

III . MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE KINGDOM OF THAILAND

1. The Government of the Kingdom of Thailand will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary groups and institutions.



2. The Government of the Kingdom of Thailand will ensure that the technologies and knowledge acquired by the Thai nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Thailand.
3. In accordance with the provisions of Article IV, V and VI of the Agreement, the Government of the Kingdom of Thailand will grant in the Kingdom of Thailand privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article VII of the Agreement, the Government of the Kingdom of Thailand will take the measures necessary to receive and use the Equipment provided through JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of the Kingdom of Thailand will take necessary measures to ensure that the knowledge and experience acquired by the Thai personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article IV-(b) of the Agreement, the Government of the Kingdom of Thailand will provide the services of the Thai counterpart personnel and administrative personnel as listed in ANNEX IV.
7. In accordance with the provision of Article IV-(a) of the Agreement, the Government of the Kingdom of Thailand will provide the buildings and facilities as listed in ANNEX V.
8. In accordance with the laws and regulations in force in the Kingdom of Thailand, the Government of the Kingdom of Thailand will take necessary measures to 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 the Equipment provided through JICA under II-2 above.
9. In accordance with the laws and regulations in force in the Kingdom of Thailand, the Government of the Kingdom of Thailand will take necessary measures to meet the running expenses necessary for the implementation of the Project.

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IV. ADMINISTRATION OF THE PROJECT

1. Director-General of Department of Intellectual Property, Ministry of Commerce, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Director of First Examination Division of Department of Intellectual Property, Ministry of Commerce, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Team Leader (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 give necessary technical guidance and advice to the Thai 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.
6. For the smooth promotion of the Project, Thai side will be established the Organization as listed in ANNEX VII (1).
The task force as listed in ANNEX VII (2) temporarily substitutes the above-mentioned Organization.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Thai 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

In accordance with the provision of Article VII of the Agreement, the Government of the Kingdom of Thailand undertakes to 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

Thailand

[Signature]

discharge of their official functions in the Kingdom of Thailand 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. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be Five(5) years from July 1, 1995 to June 30, 2000.

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ANNEX I MASTER PLAN

1. Objectives of the Project

(1) Overall Goal

Protecting industrial property properly through modernization of industrial property administration in Thailand, thereby contributing to the development of Thai industries.

(2) Project Purpose

The examination ability of the DIP is enhanced and public access to industrial property information is improved.

2. Outputs and Activities

(1) Outputs

In accordance with the above mentioned project purpose, the outputs of the Project are as follows:

- a) Thai counterpart personnel are trained so that they are able to establish the industrial property information system and the industrial property information system is established,
- b) Thai counterpart personnel are trained so that they are able to do the followings,
 - ① Industrial property information retrieval and substantial examination with the industrial property information system,
 - ② Maintaining and managing the industrial property information system,
 - ③ Managing the industrial property information center.

(2) Activities

In order to accomplish the above mentioned outputs, the following activities will be carried out:

(Japanese side)

- a) Lectures and on-the-job training for establishing the industrial property information system,
- b)-1 Lectures and on-the-job training for maintaining and managing the industrial property information system,
- b)-2 Lectures and on-the-job training for industrial property information retrieval and substantial examination with the industrial property information system,
- b)-3 Lectures and on-the-job training for managing the industrial property information center and disseminating industrial property information.

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(Thai side)

- a) Establishment of the industrial property information system.
- b)-1 Implementation of maintaining and managing the industrial property information system.
- b)-2 Implementation of industrial property information retrieval and substantial examination with the industrial property information system.
- b)-3 Implementation of forming, managing the industrial property information center and disseminating industrial property information.

3. Japanese Technical Cooperation

The Government of Japan will assist the Government of the Kingdom of Thailand in carrying out the activities for obtaining the outputs, which are described in paragraph 2 above.

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ANNEX II LIST OF JAPANESE EXPERTS

1. Long-term Experts

- (1) Chief Advisor (1)
- (2) Coordinator (1)
- (3) Expert in computer system (1)
- (4) Expert in industrial property information system (1)

2. Short-term Experts

- (1) Experts in computer system and information
- (2) Supervisors for installation and adjustment of the computer system for the Project
- (3) Other experts necessary for the Project

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ANNEX III LIST OF MACHINERY AND EQUIPMENT

1. Hardware: Servers for patent documents database

Terminals for patent examiners, administrative personnel and public

Others necessary for the Project

2. Software: Operating systems (for servers and terminals)

Application software packages

System development tools

Others necessary for the Project

3. Others necessary for the Project

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ANNEX IV LIST OF TELI COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Director
2. Project Manager
3. Administrative Staff
4. System Development Staff
5. System Operation Staff
6. Data Management Staff
7. Instructor
8. Other Staff of Center
9. Patent Examiner

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ANNEX V LIST OF BUILDINGS AND FACILITIES

1. Office for Japanese Experts
2. Office for Thai Counterpart Personnel
3. Computer System Room
4. Training Room
5. Meeting Room
6. Library
7. Others necessary for the Project

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ANNEX VI 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 formulate annual work plan of the Project,
- (2) To review the overall progress of the technical cooperation program as well as the achievement of the above-mentioned annual work plan,
- (3) To exchange views on major issues arising from or in connection with the technical cooperation program.

2. Composition

(1) Chairperson

Director-General of the DIP

(2) Committee members

Thai side:


Project Director
Project Manager
Representative of DTEC
Representative of Ministry of Commerce
Representative of the DIP
Representative of other parties relevant to the Project

Japanese side:

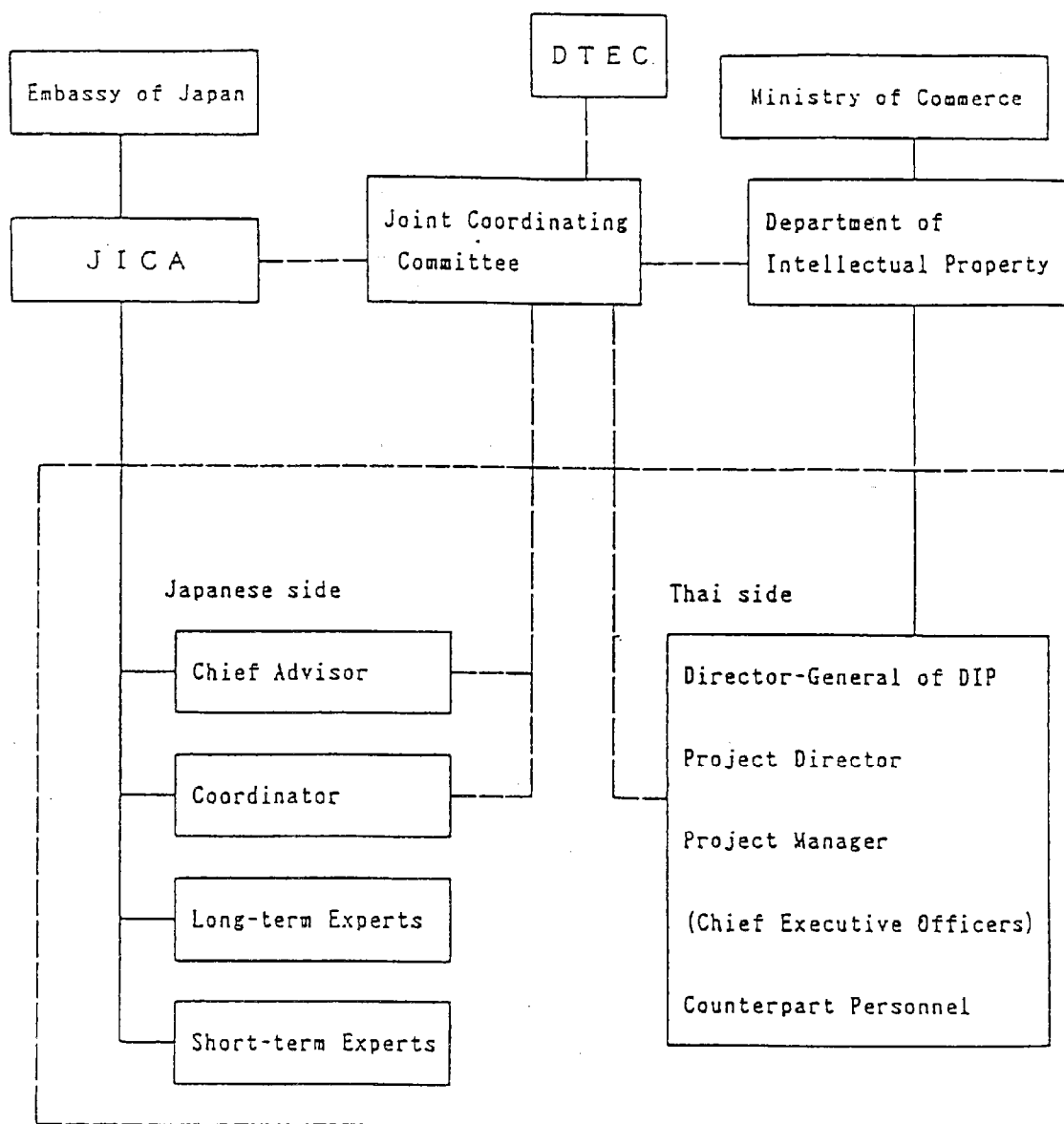
Chief Advisor
Coordinator
The Japanese Experts designated by Chief Advisor
Representative of the JICA office in the Kingdom of Thailand
Representative of other parties relevant to the Project
(Observer)
Representative of the Embassy of Japan in the Kingdom of Thailand

(3) Secretariat

The DIP



3. Chart of the Joint Coordinating Committee



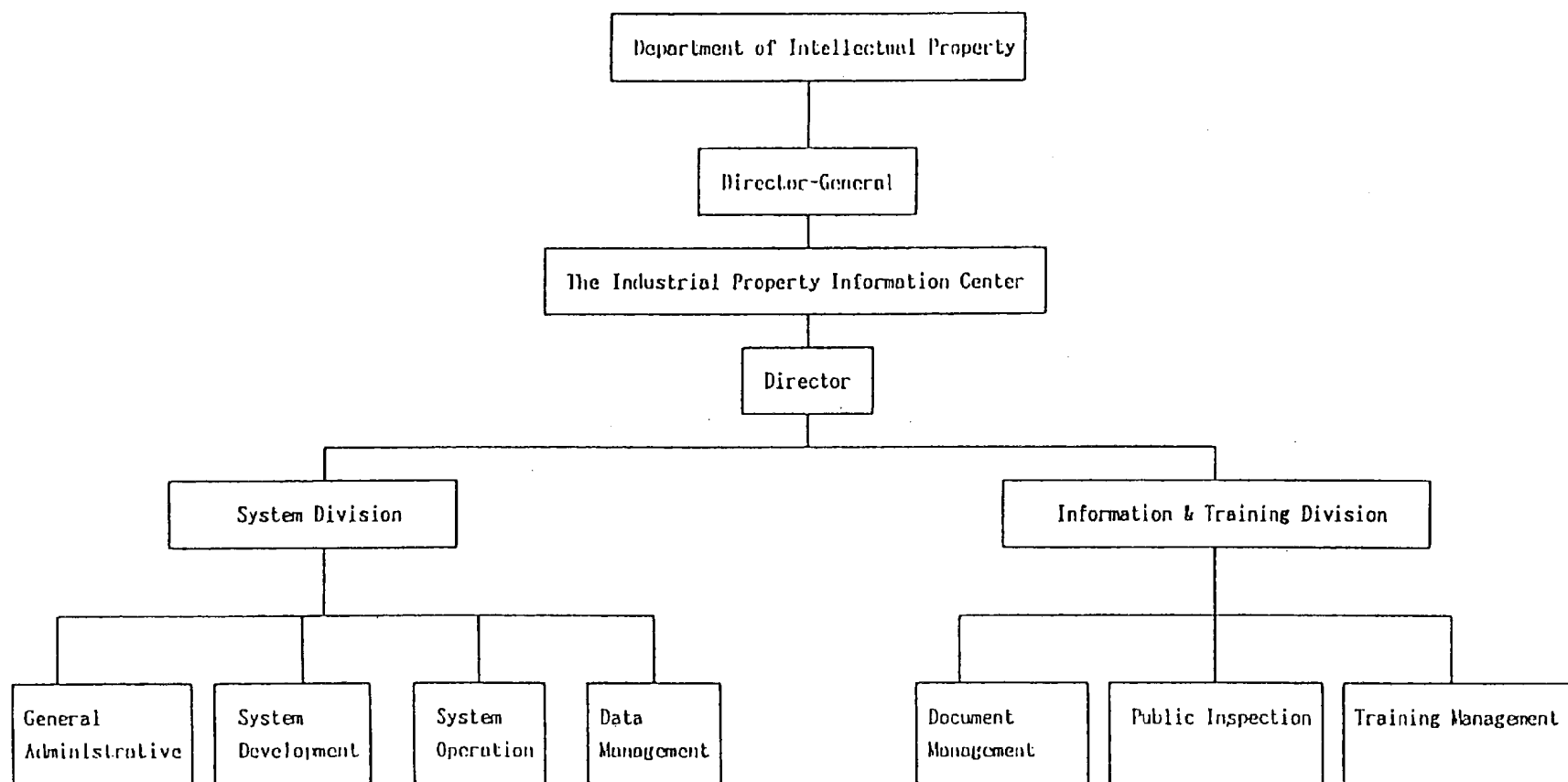
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ANNEX VII

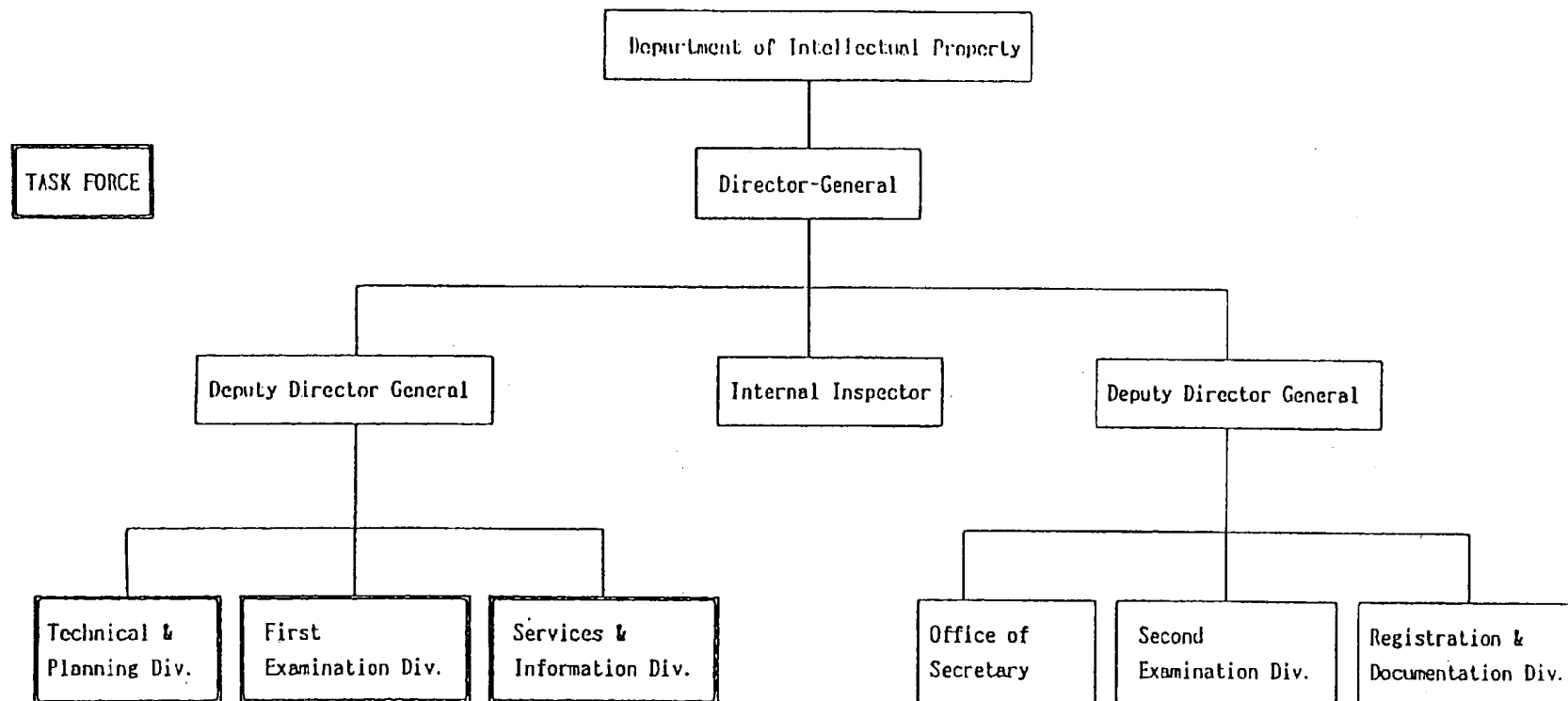
(1) The Organization Chart of the Industrial Property Information Center



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(2) Organization Chart of the Task Force for the Project



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ANNEX 17 List of Attendance in the Discussion

1. The Japanese side

(1) Supplementary Study Team

Mr. Yoshiaki Mibu	Industrial Property Administration
Mr. Chisaji Sasakawa	Computer System
Mr. Shigeaki Oda	Technical Transfer Planning
Mr. Tomoyuki Uda	Project Management
Ms. Dao Thu Ngoc	Interpreter

(2) JICA Expert to NOIP

Mr. Kazuo Hattori

(3) JICA Office in the Socialist Republic of Vietnam

Mr. Takashi Hatakeyama	Deputy Resident Representative
Mr. Kazuhiko Kikuchi	Assistant Resident Representative

2. The Vietnamese side

(1) National Office of Industrial Property (NOIP)

Dr. Pham Dinh Chuong	Director General
Mr. Tran Viet Hung	Deputy Director General
Mr. Phan Phung Tuan	Director, Registration Division
Mr. Duong Quang Binh,	Head of Computer Service
Mr. Tran Quoc Khanh	Director, International Relations Division
Mr. Mai Van Son	Deputy Director, International Relations Division
Mr. Nguyen Tuan Hung	Expert, IP Information and Documentation Center
Ms. Doan Thieu Trang	Expert, International Relations Division

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