

2. 協議議事録 (M/D)

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

The Japanese implementation Study Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency and headed by Mr. Sato (hereinafter referred to as "JICA") and the Vietnamese Authorities concerned signed the Record of Discussions on the Japanese Technical Cooperation for the Modernization of Industrial Property Administration Project (hereinafter referred to as "the 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.

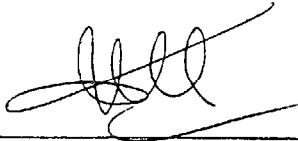
During its stay in the Socialist Republic of Vietnam, the Team exchanged views and had a series of discussions with the authorities concerned of the Government of the Socialist Republic of Vietnam.

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, December 15, 1999



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Leader
Implementation Study Team
Japan International Cooperation Agency
Japan



Duong Duc Ung
Director General
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Thach Can
Director General
Department of International Relations
Ministry of Science, Technology and
Environment
The Socialist Republic of Vietnam

ATTACHED DOCUMENT

1. Name of the Project

Both sides confirmed that the name of the Project is "Modernization of Industrial Property Administration Project in the Socialist Republic of Vietnam".

2. Agency concerned of the Project

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

The Director General of NOIP, as the Project Director, will bear overall responsibility for the administration and management of the Project. The Director of Japan/Vietnam Industrial Property Project Management Unit (hereinafter referred to as "J/V IP PMU", as the Project Manager, will be responsible for the implementation and technical matters of the Project.

J/V IP PMU was established to ensure sound coordination between divisions within NOIP so that smooth and effective implementation of the Project can be expected. The responsibilities of the J/V IP PMU are as follows:

- To organize the acquisition of necessary knowledge on automation by Vietnamese counterpart members from Japanese experts and make use of the knowledge in the implementation of the Project:
- To organize the coordination between divisions in NOIP to identify and assess the needs for automation with a view to establishing general concept of automation at NOIP
- To organize the receiving and exploitation of the equipment provided to NOIP by the Project
- To fulfill other tasks assigned by the leadership of NOIP

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

4. Duration of the Project

Both sides reconfirmed that the duration of the Japanese technical cooperation for the Project will be four (4) years from the date of April 1, 2000.

5. Site of the Project

The Project will be implemented at NOIP in Hanoi. Present location of NOIP and the floor plan of the Project is shown in ANNEX 10-1 and ANNEX 10-2, respectively.

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Tel.: 84-4-5580249 (J/V IP PMU) 84-4-5588217 (International Relations Division)

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6. Master Plan of the Project

Both sides reconfirmed the objectives of the Project agreed in the R/D as follows and reviewed Activities of the Project as follows:

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

1) Overall Goal

NOIP is able to grant Industrial Property rights more promptly with increased accuracy.

2) Project Purpose

The Industrial Property administration process is facilitated in 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 administration 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 Industrial Property administration

2-2 Make the procedure flow of Industrial Property 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

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- 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 Industrial Property 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 Industrial Property administration
- 3-2 Make procedure flow of Industrial Property 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 Industrial Property 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 Industrial Property administration
- 4-2 Make procedure flow of Industrial Property administration
- 4-3 Entry and update the Industrial Property data
- 4-4 Operate the Industrial Property 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)

Both sides confirmed that Project planning, monitoring and evaluation method entitled Project Cycle Management (hereinafter referred to as "PCM") will be applied to the Project to monitor and evaluate the level of achievement. The PCM will also enhance communication for smooth implementation of the Project. For application of the PCM, a worksheet called Project Design Matrix (hereinafter referred to as "PDM") is required and is prepared as shown in ANNEX 3. However, PDM should be reviewed continuously since it is the common reference and communication tool among people concerned of the Project.

(3) Plan of Operations (PO)

The Team and the Vietnamese side discussed the details of technology transfer in the

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above fields and drafted Plan of Operations (PO) and Annual Plan of Operations (APO) as shown in ANNEX 4-1 and ANNEX 4-2, respectively.

7. Scope of Technology Transfer

(1) Field of Technology Transfer

Both sides confirmed that the technology transfer from the Japanese experts to the Vietnamese counterpart personnel during the Project at NOIP in Hanoi would be made in the following fields:

- 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.

(2) Methodology of Technology Transfer

The technology transfer would be conducted through the daily on-the-job training.

(3) Target Group

The initial target group of the Project is the counterparts as listed in ANNEX 11.

8. Measures to be taken by the Japanese Side

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

(1) Dispatch of Japanese experts

Both sides agreed that the following Japanese experts would be dispatched according to the plan in the Tentative Schedule of Implementation (hereinafter referred to as the "TSI") as shown in ANNEX 5. Application form for the Long-term experts should be submitted in Form A1 to the Government of Japan by the Vietnamese side at least two (2) months prior to their scheduled arrival in the Socialist Republic of Vietnam.

(Long-term experts)

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

(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 as necessity arises. Application form

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for Short-term experts should be submitted in Form A1 to the Government of Japan at least two (2) months prior to their assignment.

(2) Training of the Vietnamese Counterpart Personnel in Japan

Both sides confirmed that certain number of Vietnamese counterparts will be received for training in Japan during the cooperation period in order to support the Long-term experts' technical transfer. The candidates for the training will be selected from the counterparts after consultation among the Project members. The team requested the Vietnamese side and the latter agreed that the counterparts may apply for other training courses conducted by the JICA. However, sufficient consultation should be held between the Japanese experts and the Vietnamese side to avoid any inconveniences for the smooth implementation of the Project. Application form for the official nomination should be submitted in Form A2A3 to the Government of Japan at least six (6) months before the training starts.

- | | |
|-----------|--|
| 1) Number | A certain number (about two (2) to three (3) persons yearly) |
| 2) Term | Approximately three (3) weeks to three (3) months |
| 3) Fields | Industrial Property administration |

(3) Provision of Machinery and Equipment

In accordance with ANNEX III of the R/D, the Vietnamese side requested the provisions of machinery, equipment and other materials for the Project (hereinafter referred to as "the Equipment") to the Government of Japan. The list of necessary machinery and equipment for the Project, allocation plan for PCs and Printers, and plan of LAN equipment are as shown in ANNEX 6-1, 6-2 and 6-3, respectively.

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 Vietnamese side agreed that the responsibility and the costs necessary for domestic transport, installation, operation and maintenance of the Equipment should be borne by the Vietnamese side. Application should be made in Form A4 to the Government of Japan by the Vietnamese side immediately after the R/D is signed.

In the course of discussions, the following were 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 NOIP
- 4) efficient integration with the existing facilities as shown in ANNEX 7
- 5) priority for the machinery and equipment

9. Measures to be taken by the Vietnamese Side

In accordance with the Provisions of Article of III of the R/D, the Vietnamese side will take the following measures.

(1) Appropriation of Local Costs

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It is indispensable for a successful implementation of the Project that the Vietnamese side allocates proper amount of budget and shoulder the local costs or operating expenses for the Project. However, the both sides understood that the Vietnamese side has difficulty in financial conditions, therefore, the Japanese side would consider to bear expenses of means of transport and travel allowances for the Japanese experts for official travel within the Socialist Republic of Vietnam.

The Cost Sharing List has been agreed by both sides and shown in ANNEX 8.

The Vietnamese side presented the recent figures of the annual budget of NOIP as shown in ANNEX 9-1 and budget of NOIP and for the Project in 2000 shown in ANNEX 9-2.

(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. Properly furnished office for Japanese experts including utilities of direct dialing international telephone line and access points to internet provider will also be prepared before the commencement of the Project.

(3) Procurement of Machinery, Equipment and Materials

Both sides 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, in accordance with ANNEX V of the R/D, the Vietnamese side will provide the services of the Vietnamese counterpart personnel as necessary. The Assignment Plan of Counterpart Personnel is as listed in ANNEX 11. Should the allocation of counterpart personnel be changed for either personal or administrative reasons, the Vietnamese side will immediately take necessary measures to assign supplementary number of personnel as counterparts for the Project.

(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 or international organizations working in the Socialist Republic of Vietnam.

10. Joint Coordinating Committee for the Project

Both sides 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 12.

In addition to the annual committee to meet, 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 achievement of the Project.

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11. Joint Evaluation

In accordance with the provisions of Article V of the R/D, 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 objectives of the Project. Other evaluations may be conducted as and when necessity arises during and after the cooperation period to monitor the progress and sustainment of the objectives of the Project.

In this regard, both sides agreed that the monitoring report on the progress of the Project prepared jointly by the Japanese experts and the Vietnamese counterparts would be submitted to the Project Director and the Resident Representative of the JICA Vietnamese Office regularly. Furthermore, both sides agreed to use Five (5) Basic Evaluation Components for evaluation as described in ANNEX 13.

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.

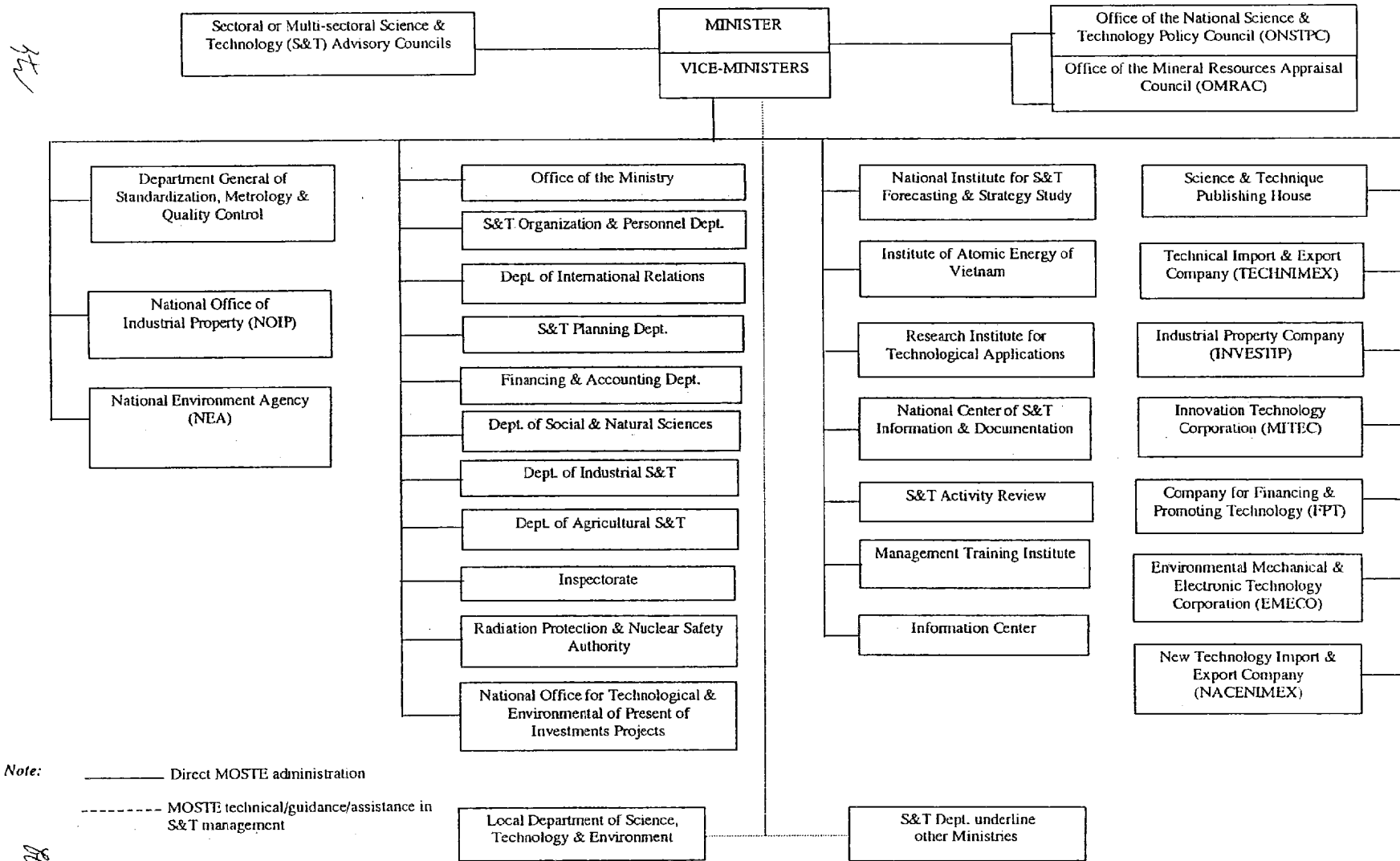
14. Others

- (1) Both sides agreed that common language used in any activities of the Project should be English.
- (2) A list of attendance in the discussions is shown in ANNEX 14.
- (3) Both sides agreed that the understanding of the items other than those mentioned above had no changes with the ones mutually confirmed in the Minutes of Discussions signed on January 28, 1999 and August 19, 1999.

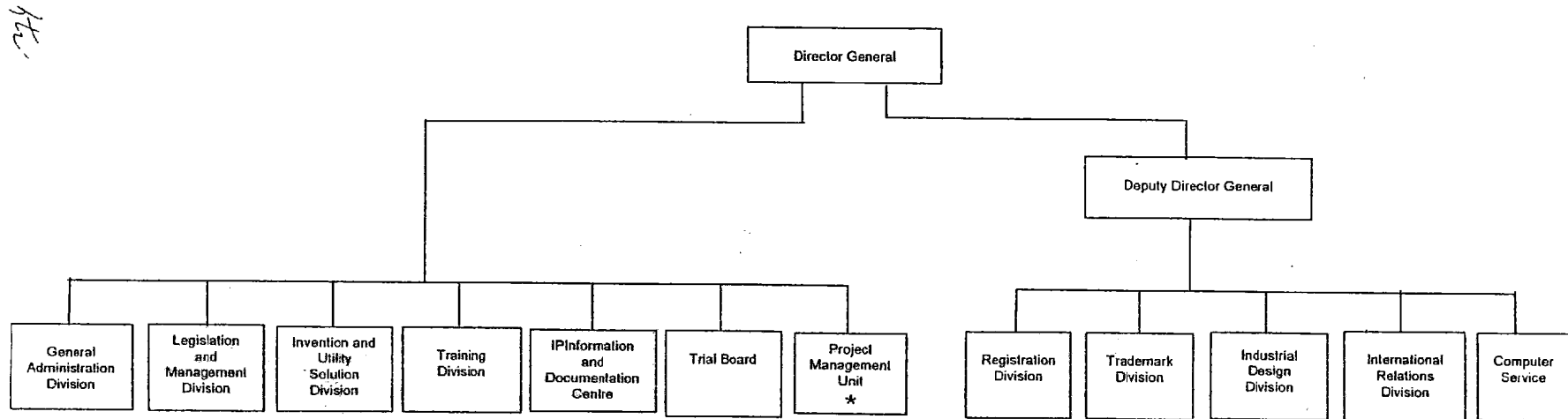
LIST OF ANNEXES

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ANNEX 8	Cost Sharing List
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ANNEX 1-1 Organization Chart of MOSTE



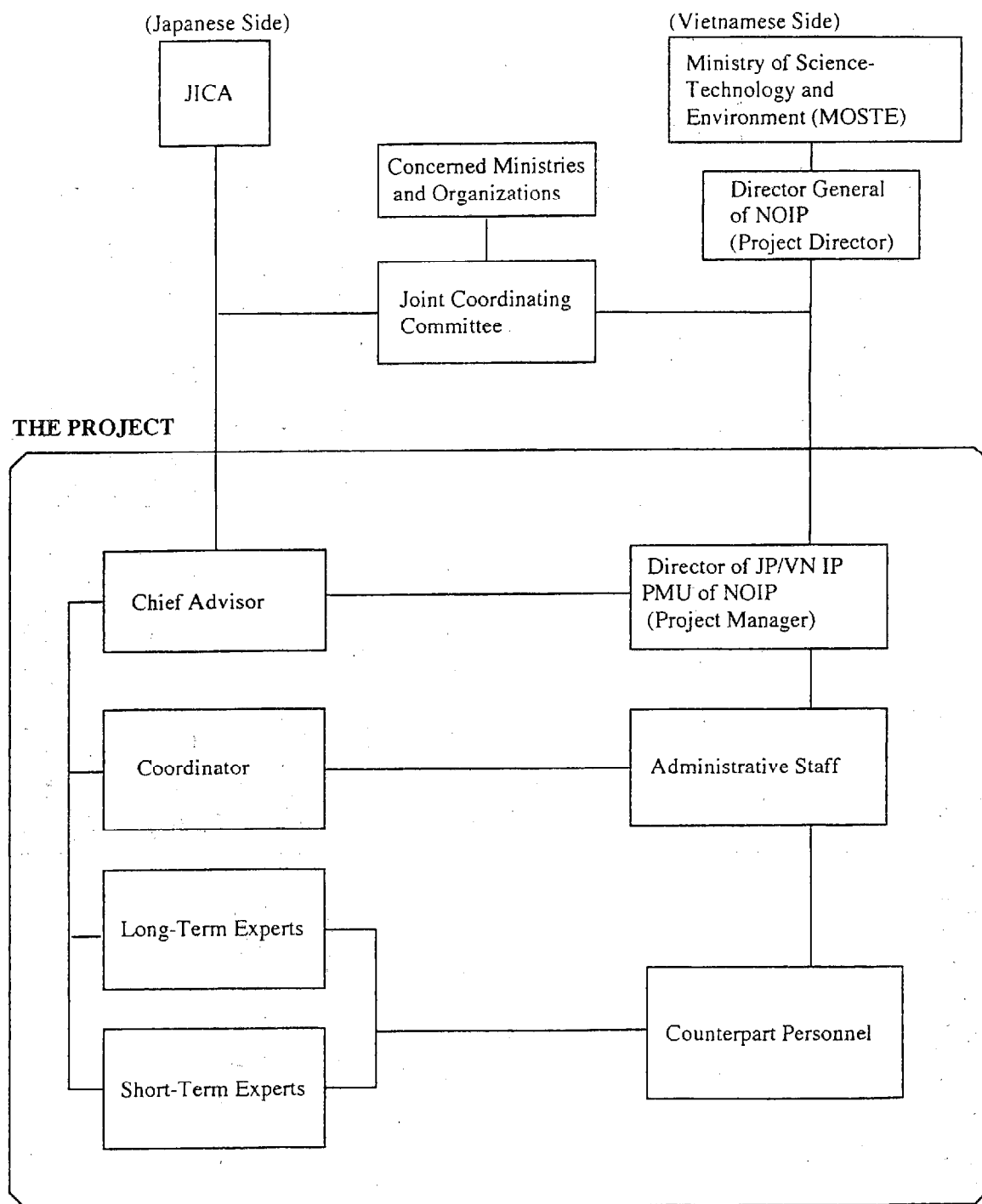
ANNEX 1-2 Organization Chart of NOIP



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

The Director of Japan/Vietnam Industrial Property Project Management Unit, as the Project Manager, will be responsible for the implementation and technical matters of the Project

ANNEX 2 Organization Chart for the Administration of the Project



ANNEX 3 Project Design Matrix

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 IP rights more promptly with increased accuracy</p>	Increase number of IP application processed	NOIP record (Comparison of number of application received and the registered)	
<p>< Project Purpose > The IP administration process is facilitated in the NOIP</p>	<p>1. Reduction in processing time of IP application</p> <p>2. Efficiency of IP 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 IP 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 IP 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 IP administration 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>(*IP stands for Industrial Property.)</p>	<p>0-1. Personnel number, budget, control ability of management staff</p> <p>1-1 Contents and number of equipment installed</p> <p>1-2 Contents and number of manuals developed</p> <p>2-1. Ability of office work analysis</p> <p>2-2. Ability of making job flow charts of IP administration</p> <p>2-3. Ability of making database design and function design</p> <p>2-4. Ability of making network design</p> <p>3-1. Ability of making integrated flow charts of system design for IP administration</p> <p>3-2. Ability of database control and procedure control for IP administration</p> <p>3-3. Number of training courses to NOIP staff by C/P</p> <p>4-1. Number of jobs processed by IP administration system</p> <p>4-2. Contents and number of manuals developed</p> <p>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</p> <p>1-2 List of manuals and manual themselves</p> <p>2-1. Document of office work analysis</p> <p>2-2. List of the flow charts</p> <p>2-3. Definition document of database design and function design</p> <p>2-4. Definition document of network design</p> <p>2-5. Record of database and network operation</p> <p>3-1. Document of integrated flow chart of IP administration</p> <p>3-2. Record of database and network operation</p> <p>3-3. Project record, evaluation and interview to NOIP staff</p> <p>4-1. Number of entry-fields and print-outs by the system</p> <p>4-2. List of manuals and manuals themselves</p> <p>4-3. Operation record</p>	<p>a. C/P will remain at NOIP</p>

< Activities > 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	Inputs		a. Machinery and equipment provided by the Japanese side will obtain easy custom clearance.
	Vietnamese Side	Japanese Side	
	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. Industrial Property Administration d. Computer System (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	< Precondition > a. Necessity of modernizing IP administration will not be decreased.

ANNEX 4-1 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 4-1 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																			
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																			
1-1 Analyze procedure of IP administration	-	-	-	-					-								C/P	AE	
1-2 Make procedure flow of IP administration	-	-	-	-					-								C/P	AE	

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

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ANNEX 4-1 Plan of Operation (PO)

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

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION SYSTEM IN THE SOCIETY OF VIETNAM																	Responsible Person in Project Team	Input	Remarks
Calendar Year	2000				2001				2002				2003						
Fiscal Year	2000				2001				2002				2003						
Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Activities																			
4-3 Entry and update the IP data					-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE	
4-4 Operate the IP administration system					-	-	-	-	-	-	-	-	-	-	-	-	C/P	CE	
4-5 Make notification using system											-						C/P	CE	
4-6 Make document using system											-						C/P	CE	
4-7 Manage annual fees using system												-					C/P	CE	
4-8 Define index for search (Number and Classification)	-	-	-						-								C/P	CE	
4-9 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

MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION PROJECT IN THE SOCIALIST REPUBLIC OF VIETNAM																						
Activities	Target	2000												2001			Responsible Person in Project Team	Input	Remarks			
		2000																				
		1	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

ANNEX 5 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

ANNEX 6-1 List of Necessary Machinery and Equipment for the Project

No	Material Name	Qty	Note
1	Server for Administration DB of Patent	1	Support for Office work and Examination of Patent, Utility Solution and Industrial Design
	Software for Administration DB of Patent	1	
2	Server for Administration DB of Trademark	1	Support for Office work and Examination of Trademark
	Software for Administration DB of Trademark	1	
3	Server for Administration DB of Image Documents	1	Support for handling of Image data
	Software for Administration DB of Image Documents	1	
4	Server for Communication Control	1	For Communication Control
	Software for Communication Control	1	
5	Server for System Development	1	For System Development
	Software for System Development	1	
6	HUB	19	Build up for Local Area Network (Switching HUB: 4, 16ports HUB: 15)
7	Cable	178	Build up for Local Area Network (100m×2, 50m×9, 30m×6, 20m×161)
8	Uninterruptible Power Supply (UPS)	61	For Power Failure (For 5 servers, For 56 PCs)
9	Image Scanner	5	Input for Documents, Input for Specification (Color Scanner)
10	Personal Computer (PC)	56	Input for Data, For Reference of Administration DB, etc. (PC with Barcode Reader)
11	Software for PC	56	Input for Data, For Reference of Administration DB, etc.
12	Printer	46	For Office work, For Statistics, etc. (Laser Printer: 40, Color Printer: 4, Barcode Printer: 2)
13	Support software for Office work and Search	1	For Office work and Search, etc.
14	Power Supply for the System	1set	To stabilize voltage and generate electric power.

ANNEX 6-2 Allocation Plan for PCs and Printers

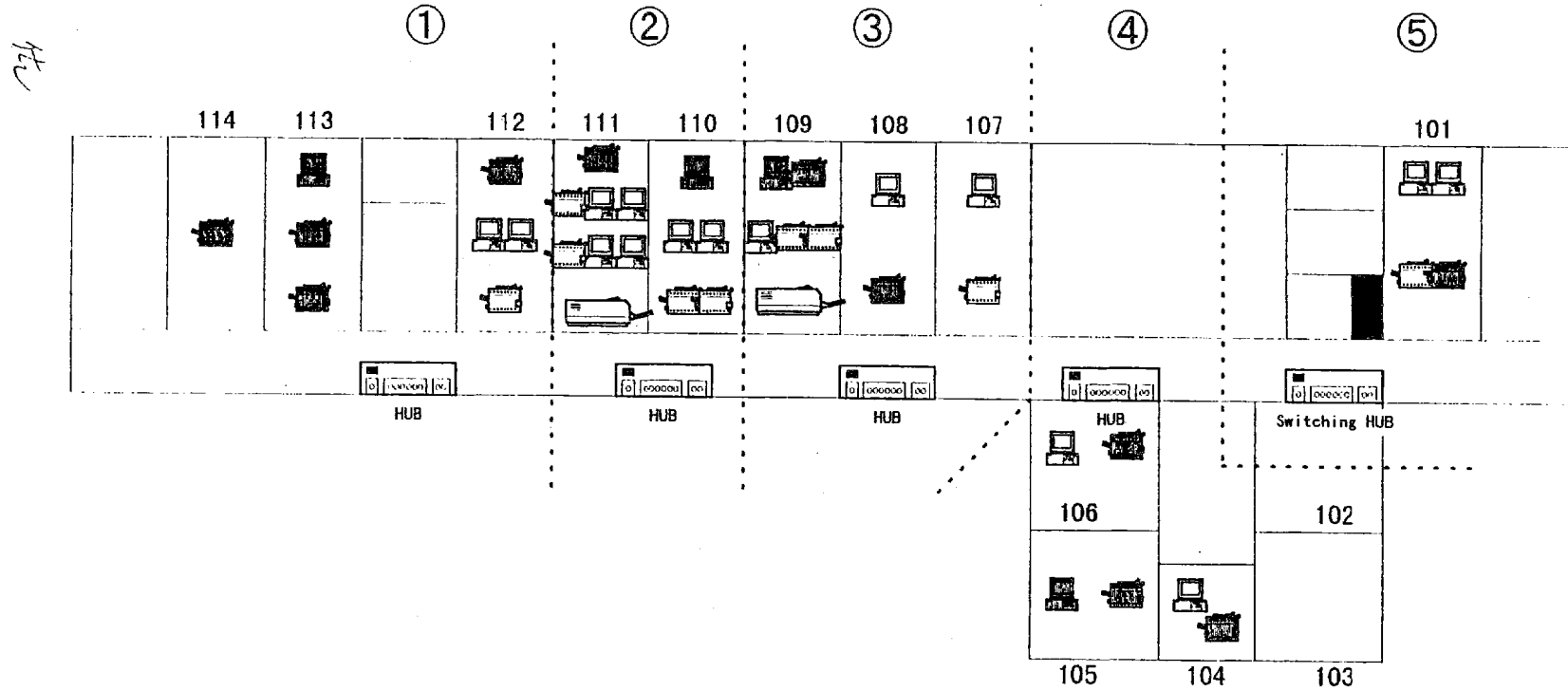
Division	Tasks	Staff	PCs	Printers
Director General	General supervision and management of the overall work of NOIP	1	1	1
Deputy Director General	General supervision and management of the overall work of NOIP	1	1	0
Administration Division	Fee collection, mail service, maintenance work, logistics	4	2	1
	Financial management	2	1	1
Registration Division	Communication with applicants (guiding applicants, informing them of the status of their applications etc.)	3	1	2
	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	3	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






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	1
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	3	3	3
JP/VN IP PMU	Project Management	1		
Others		16	0	0
Total		128	56	46

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

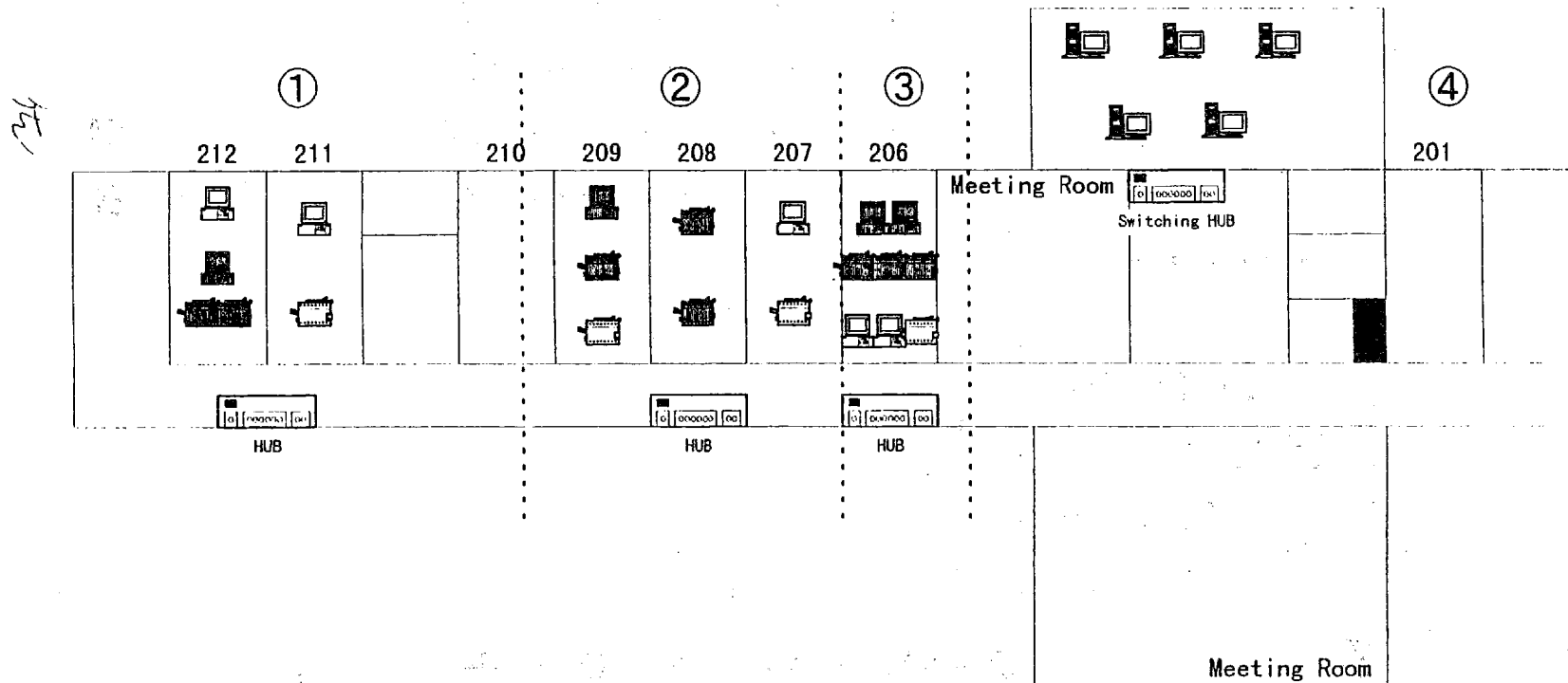
ANNEX 6-3 Plan of LAN Equipment

Floor Plan of the Project - First Floor



- | | | | |
|---|------------------------------|---|---------------------------------------|
|  | These are existing PCs. |  | These are the Project PCs. |
|  | These are existing Printers. |  | These are the Project Printers. |
| | |  | These are the Project Color Printers. |

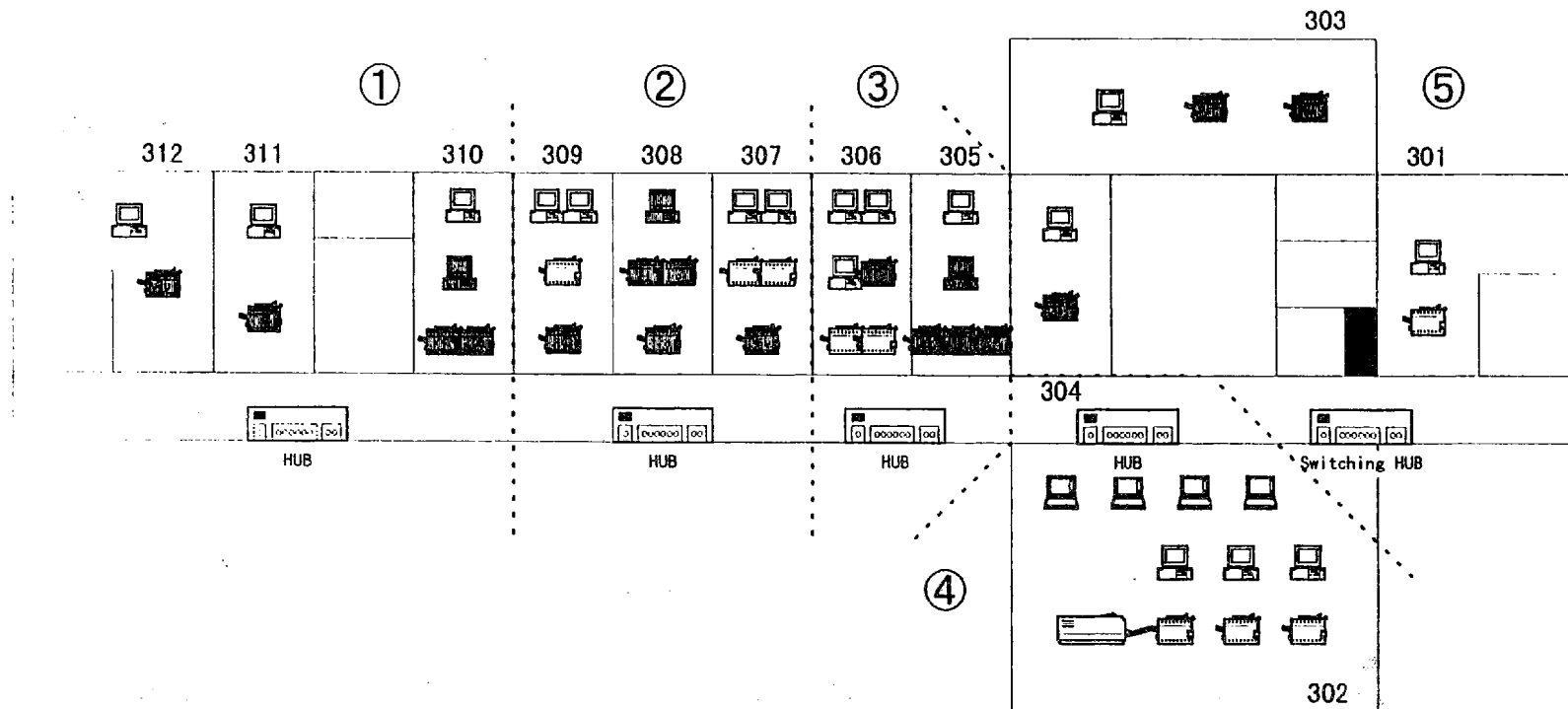
Floor Plan of the Project - Second Floor









- These are existing PCs.
- These are the Project PCs.
- These are existing Printers.
- These are the Project Printers.
- These are the Project Color Printers.
- These are the Project Servers.

Floor Plan of the Project - Third Floor

Handwritten mark: 'H'

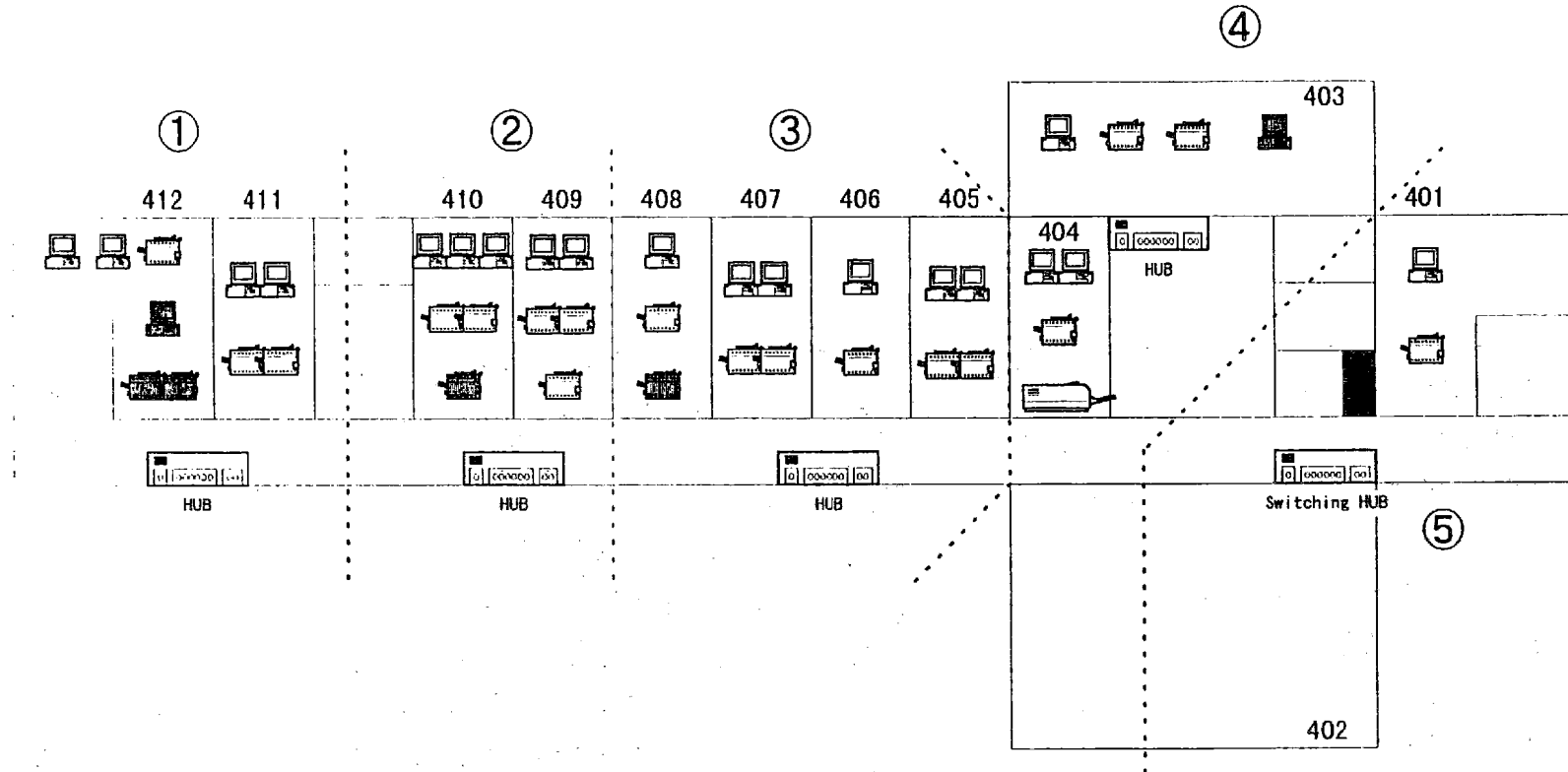







-  These are existing PCs.
-  These are the Project PCs.
-  These are existing Printers.
-  These are the Project Printers.
-  These are the Project Color Printers.
-  These are JICA Expert attendance PCs.

Handwritten mark: 'H'

Floor Plan of the Project - Fourth Floor

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-  These are existing PCs.
-  These are the Project PCs.
-  These are existing Printers.
-  These are the Project Printers.
-  These are the Project Color Printers.

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ANNEX 7 List of Existing Machinery and Equipment of NOIP for the Project

Division	Room	Equip-ment	Main Use (current)	Manufacturer	CPU	RAM (MB)	HDD (GB)	CD-ROM	OS	Other Softwares
General Administration Div.	113	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Registration Div.	110	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet4000	64 4	5.2	1	Win95	MSOffice97,NortonATV
International Relation Div.	105	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Legislation&Management Div.	212	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Training Div.	209	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu Epson	PentiumII-300 StylusColor85	64 2	5.2	1	Win95	MSOffice97,NortonATV
Computer Service	206	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Trademark Div.	308	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Industrial Design Div.	310	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Trial Board	305	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV
Information&Documentation Center	303	PC Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	8	1	Win95	MSOffice97,NortonATV
Invention&Utilities Solution Div.	412	PC - Printer	Workstation of NOIP1 Connected to PC	Fujitsu HP	PentiumII-300 LaserJet6L	64 1	5.2	1	Win95	MSOffice97,NortonATV

ANNEX 8 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 9-1 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.

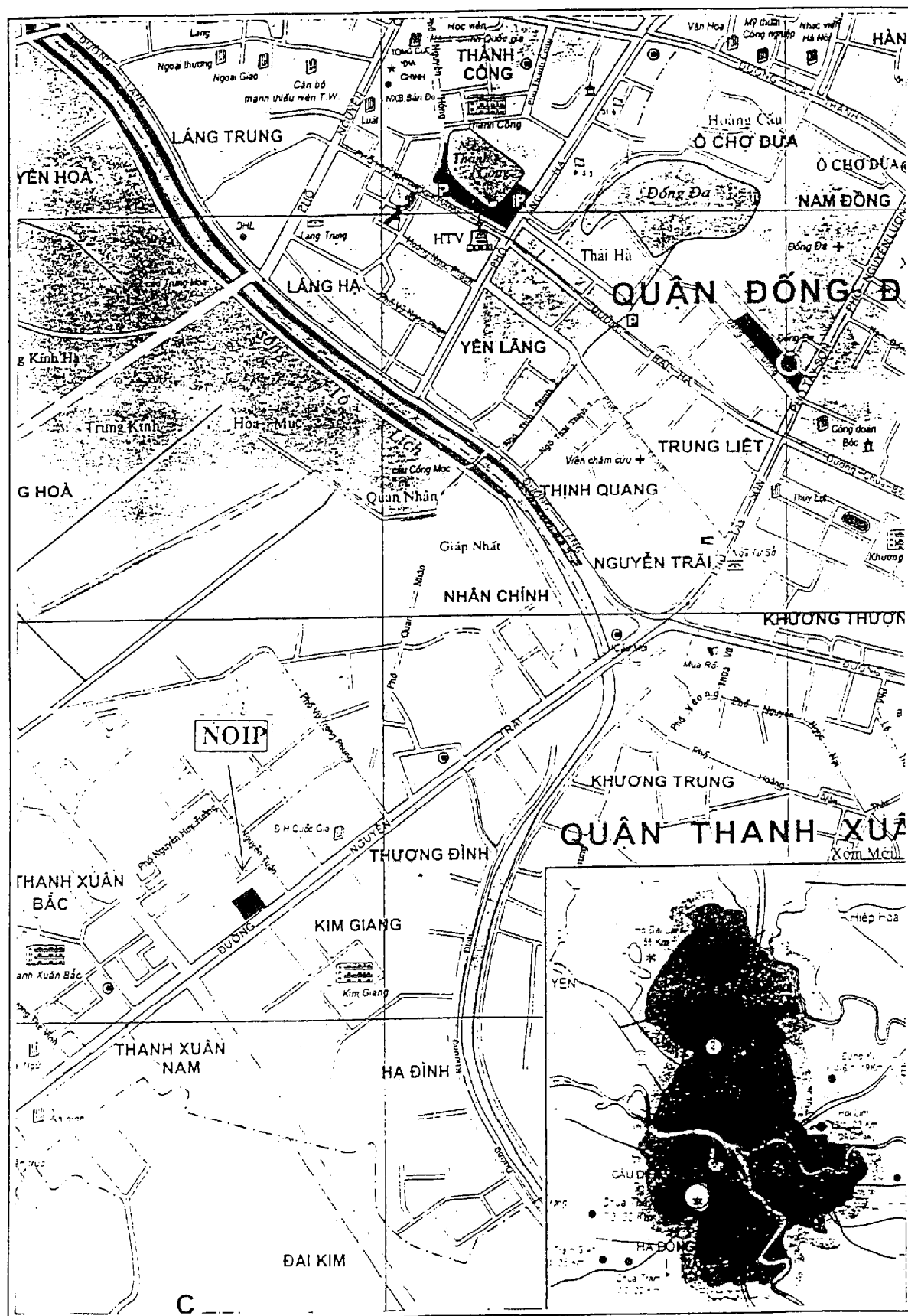
ANNEX 9-2

Budget of NOIP and for Project in 2000

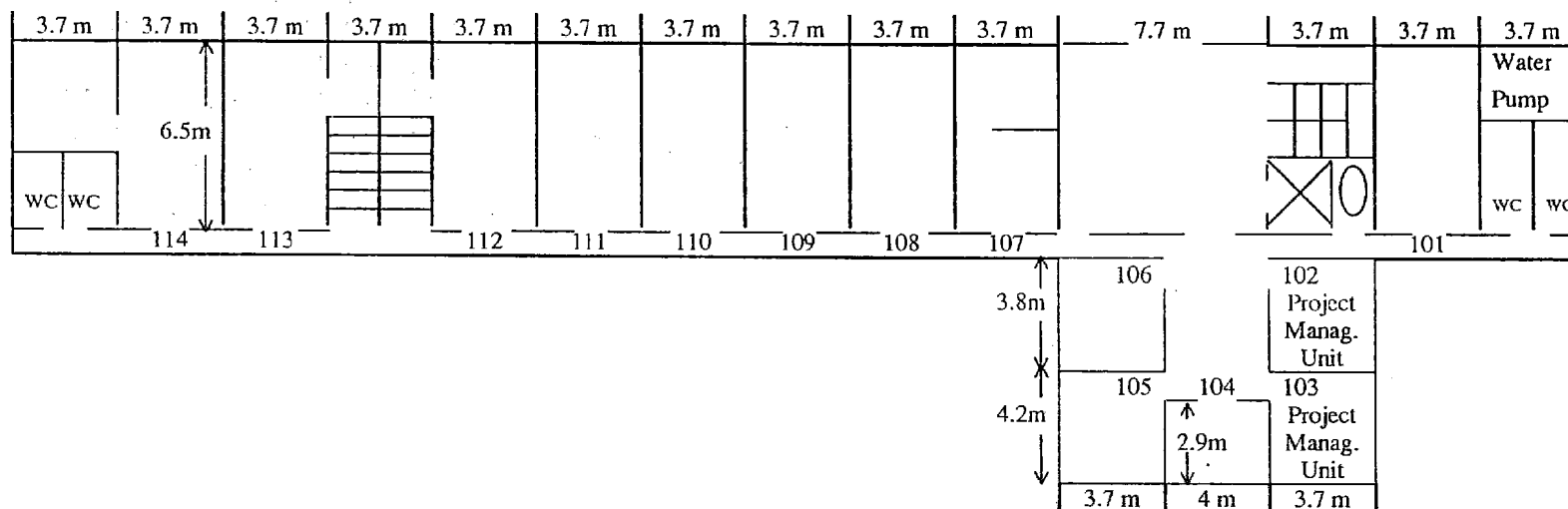
	Subsidized by the Government (Million VNĐ)			Total
	Salary, Electricity, Telephone ...	Reconstruction and Maintenance	Purchase of Equipment and others	(Million VNĐ)
NOIP	5555	335	956	6846
Project	450	90	181	721

- The exchange rate in December 1999 is approximately 14,000 VNĐ = 1 US\$
So the tentative budget of NOIP in 2000 approximately will be 489,000 USD, including 51,500 USD for Project
- The fiscal year in Vietnam starts in January and ends in December.

ANNEX 10-1 Present Location Map of NOIP

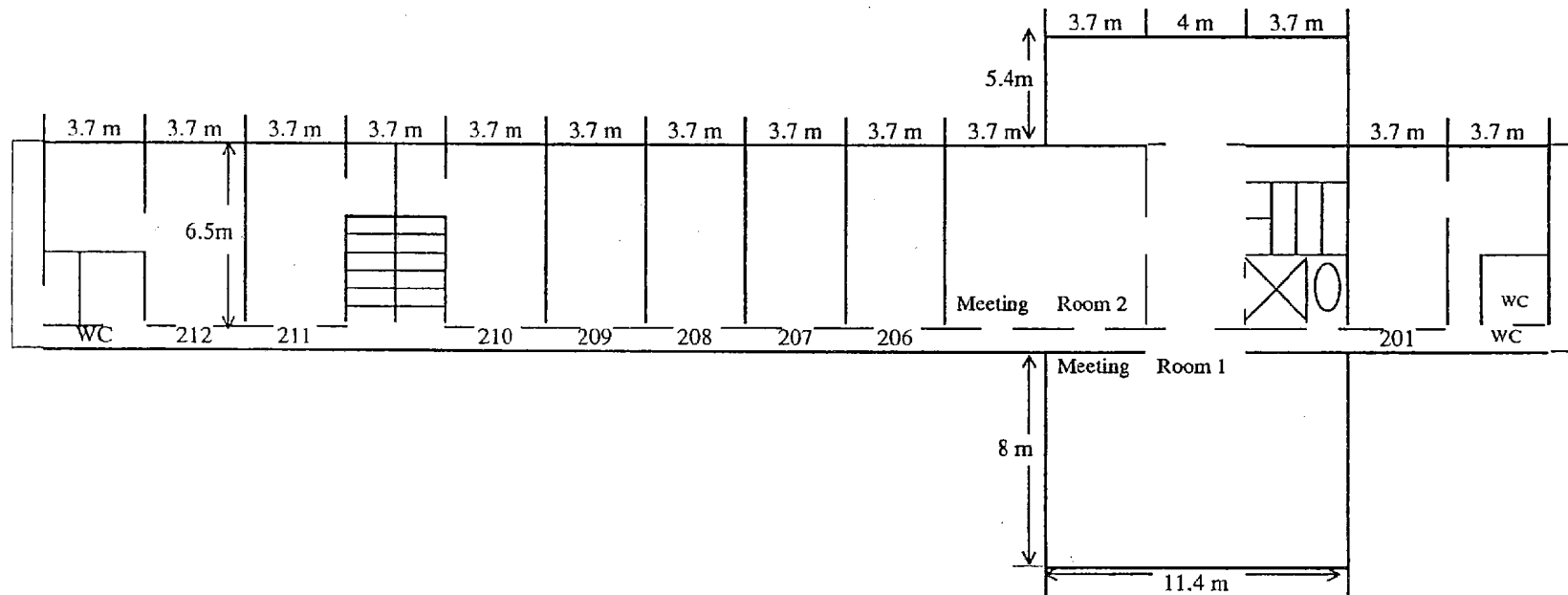


ANNEX 10-2 Floor Plan of the Project - First Floor



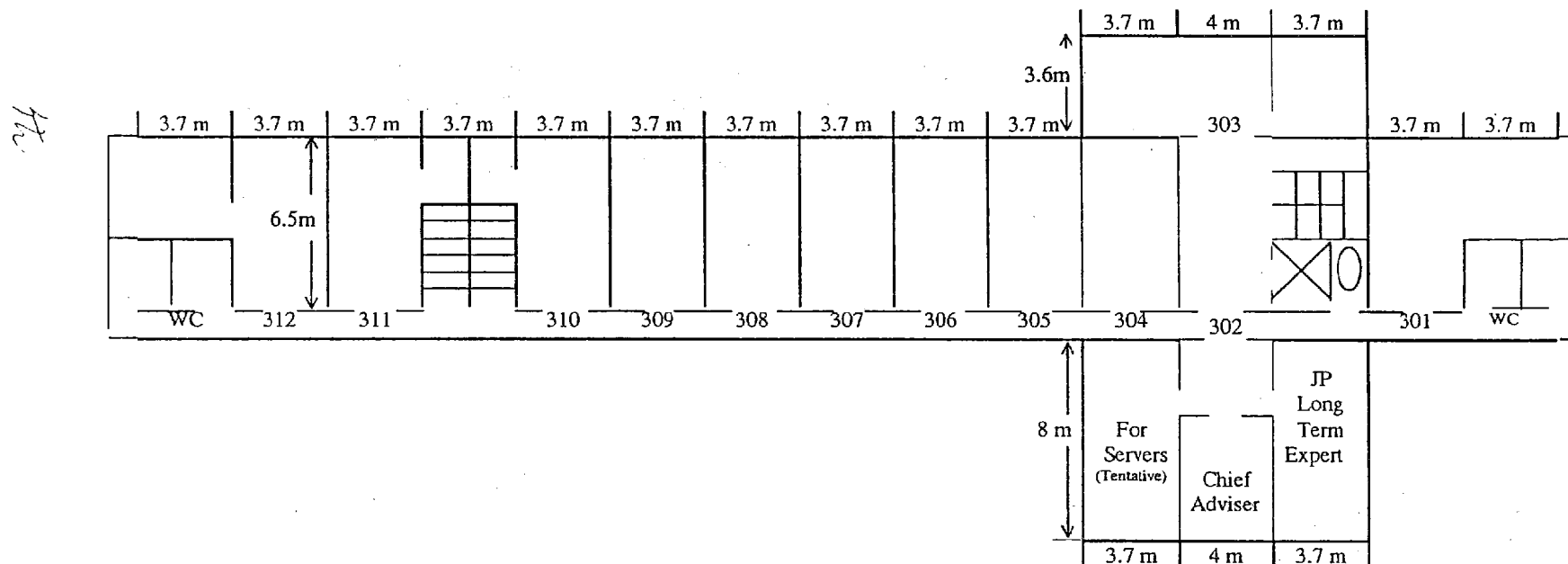
- The height of rooms is 3.63 m
- Electric switches are installed in 4 corners of rooms, at 0.3 m from the floor.
- Room No.101, 109, 110, 111, 112 belong to the Registration Division
(No. 110 is the Application Receiving room)
- Room No. 102, 103, belong to the Japan/Vietnam IP Project Management Unit
- Room No. 107, 108, 113, 114 belong to the Administration Division
(No. 108 is Counting and Fees Collecting room).

ANNEX 10-2 Floor Plan of the Project - Second Floor



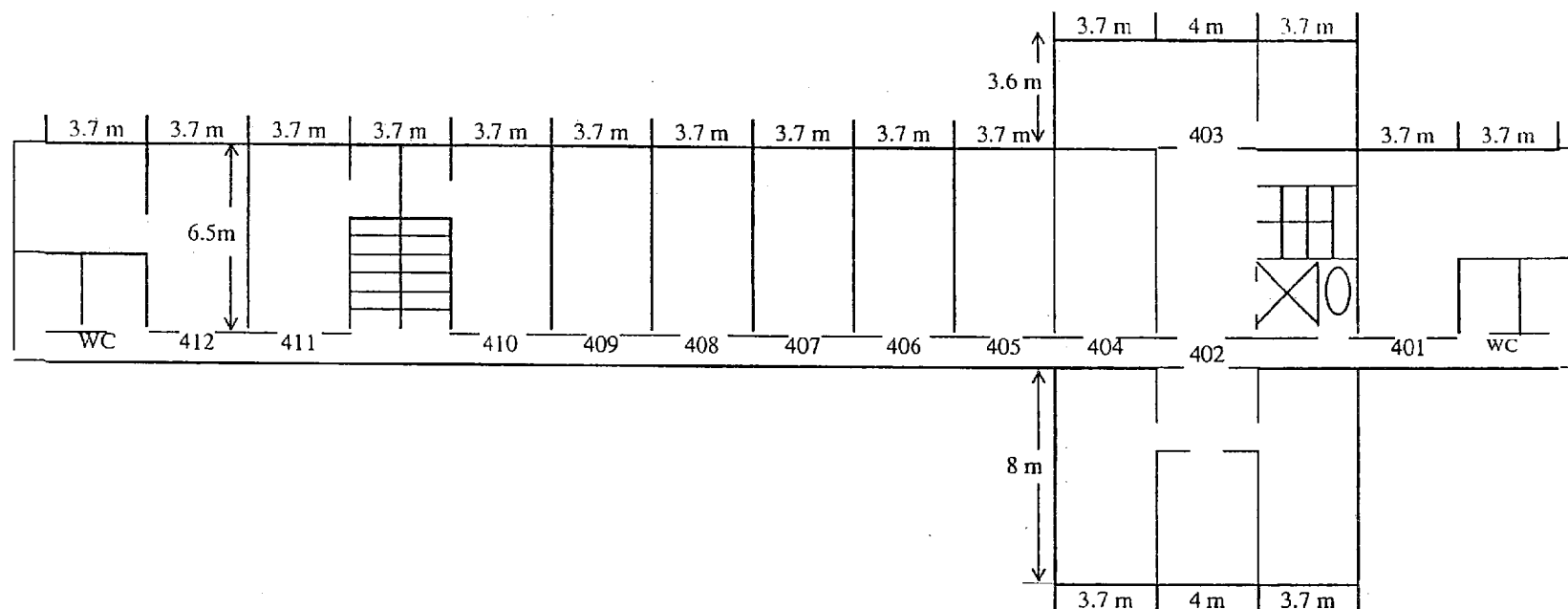
- The height of rooms is 3.3 m.
- Electric switches are installed in 4 corners of rooms, at 0.3m from the floor.
- Room No. 201 belong to the Administration Division
- Room No. 206 - Computer Service
- Room No. 209 - Training Division
- Room No. 211 - Director General of NOIP
- Room No. 207, 208, 211,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

ANNEX 10-2 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, 303 belong to the IP Information and Documentation Center.
(Room No. 303 is Reading room)
 - Room No. 302 belongs to the Japan/Vietnam IP Project
 - 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
- Handwritten: 8m

ANNEX 10-2 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

ANNEX 11 List of Counterparts

Name	Position	Project's Duty
Dr. Pham Dinh Chuong	Director General of NOIP	Project Director
Mr. Phan Phung Tuan	Director, JP/VN IP PMU	Project Manager
Mr. Duong Quang Binh	Head, Computer Service	Full-time
Mr. Nguyen Tuan Hung	Expert, IPI & D Center	Full-time
Ms. Doan Thieu Trang	Official, International Relation 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
Mr. Nguyen Huu Can	Official, Legislation and Management Division	Part-time
Mr. Do Le Van	Official, Administration Division	Part-time

JP/VN IP PMU: Japan/Vietnam Industrial Property Management Unit

IPI & D Center: Industrial Property Information and Documentation Center

I & US Division: Invention and Utility Solutions Division

ANNEX 12 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).

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ANNEX 13 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 ANNEX 3 in the following page.

(1) Efficiency

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

(2) Effectiveness

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

(3) Impact

The component "Impact" is a foreseeable or unforeseeable, and a favorable or adverse effect of the project upon society. To evaluate impact, both the overall goal and project purpose should be referred to in the beginning of the evaluation. Evaluation with this component 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.

ANNEX 14 List of Attendance in the Discussions

1. The Japanese side

(1) Preliminary Study Team

Mr. Tatsuo Sato	Leader
Mr. Yoshiaki Mibu	Industrial Property Administration
Mr. Shinichi Asami	Computer System
Mr. Tomoyuki Uda	Technical Transfer Planning
Ms. Maki Omoto	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. Takanori Jibiki	Resident Representative
Mr. Takashi Hatakeyama	Deputy Resident Representative

2. The Vietnamese side

(1) Ministry of Planning and Investment (MPI)

Mr. Duong Duc Ung	Director General, Foreign Economic Relations Department
Mr. Nguyen Xuan Tien	Senior Expert, Foreign Economic Relations Department

(2) Ministry of Science, Technology and Environment (MOSTE)

Mr. Thach Can	Director General, Department of International Relations
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(3) National Office of Industrial Property (NOIP)

Dr. Pham Dinh Chuong	Director General
Mr. Tran Viet Hung	Deputy Director General
Mr. Phan Phung Tuan	Director, JP/ VN IP PMU
Mr. Tran Quoc Khanh	Director, International Relations Division
Mr. Mai Van Son	Deputy Director, International Relations Division
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