

MINUTES OF MEETING
BETWEEN THE JAPANESE MID-TERM EVALUATION TEAM
AND THE AUTHORITIES CONCERNED OF THE GOVERNMENT
OF THE REPUBLIC OF THE PHILIPPINES
ON THE JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT ON
THE MODERNIZATION OF INDUSTRIAL PROPERTY ADMINISTRATION

The Japanese Mid-term Evaluation Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Tsunenobu MIKI, visited Intellectual Property Office of the Republic of the Philippines (hereinafter referred to as "IPO") from December 3 to December 8, 2001 in order to review the activities being conducted under the Project on the Modernization of Industrial Property Administration (hereinafter referred to as "the Project") and to formulate a plan of further development of the Project.

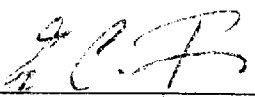
During its stay in the Philippines, the Team had a series of discussion and exchanged views with the authorities concerned of the Government of the Philippines (hereinafter referred to as "the Philippine side") for the successful implementation of the Project.

As a result of the discussions, the Team and the Philippine side agreed upon the matters referred to in the document attached hereto.

Makati City, December 7, 2001



Mr. Tsunenobu MIKI
Leader
Mid-term Evaluation Team
Japan International Cooperation Agency
Japan



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

ATTACHED DOCUMENT

1. Review of the Activities of the Project from May 1999 to December 2001

1.1 Input by the Japanese side

(1) Dispatch of the Japanese Experts

The list of Japanese Experts dispatched to date by the Japanese side is shown in Annex I.

(2) Training of the Philippines Counterpart Personnel in Japan

The Training of the Philippines Counterpart Personnel was implemented in Japan as shown in Annex II.

(3) Provision of Equipment and Materials

The list of the equipment and materials provided by the Japanese side is shown in Annex III.

1.2 Input by the Philippine Side

(1) List and Allocation of Counterpart Personnel for the Project

The list of the counterpart personnel for the Project is shown in Annex IV.

IPO allocated the counterpart personnel for the Project as shown in Annex V.

(2) Allocation of the budget for the Project

IPO allocated the budget for renovation work and running expenses of the Project.

(3) Provision of Equipment and Materials

The list of the equipment and materials provided by the Philippine side is shown in Annex VI.

(4) Operation and Maintenance of Equipment and Materials

Operation and maintenance of all equipment and materials are implemented by the Philippine counterpart personnel with Japanese experts' advice and guidance.

(5) Organization chart of IPO

Organization chart of IPO is shown in Annex VII.

2. Discussion of plan for the rest of the cooperation period

2.1 Master Plan

The Team and the Philippine side confirmed that the Master Plan attached to the R/D was not to be modified.

2.2 Tentative Schedule of Implementation (TSI)

The Team and the Philippine side updated the Tentative Schedule of Implementation (TSI) as shown in Annex VIII.

2.3 Technology Cooperation Plan (TCP)

The Team and the Philippine side updated the Technology Cooperation Plan (TCP) as shown in Annex IX.

2.4 Project Design Matrix (PDM)

The Team and the Philippine side confirmed that the Project Design Matrix (PDM) was not to be modified until such time as the modification proposal indicated in item 4.3 is approved and adopted. The PDM is shown in Annex X.

2.5 Plan of Operations (PO) and Annual Plan of Operations (APO)

The Team and the Philippine side updated the Plan of Operations (PO) as shown in Annex XI. Both sides confirmed the Annual Plan of Operations (APO) as shown in Annex XII.

2.6 Request from the Philippine side

(1) Training of the Philippine Counterpart Personnel in Japan

The Philippine side requested the counterpart training in Japan for the Japanese fiscal year 2001 as follows.

| Name of Counterpart | Position | Area of Training | Duration |
|------------------------|---|--|-----------|
| Mr. Epifanio M. EVASCO | Director IV | Patent Administration Processing and Patent Administration General | Two weeks |
| Mr. Carlito A. REYES | Information Technology Officer II | Patent Administration Processing | One month |
| Ms. Amelita R. AMON | Intellectual Property Rights Specialist V | Patent Administration Processing | One month |

(2) Local training of the counterpart personnel

The Philippine side requested local training for the Philippine counterpart personnel that are relevant to the maintenance and operation of the computer system.

(3) Provision of Equipment and Materials

The Philippine side requested the acquisition of additional hard disk for the document server by submitting A-4 form for the efficient implementation of the Project.

The Team agreed the provision of the additional hard disk on condition that the Philippine side would allocate the maintenance cost for them.

2.7 Input by the Philippine Side

(1) Allocation of Personnel for the Project

The Philippine side has the updated plan for allocation of the counterpart personnel, administrative staff and supporting staff for the Project as shown in Annex V.

(2) Allocation of the Budget for the Project

The Philippine side agreed to secure budget for the running expenses of the Project, especially the maintenance cost for all equipment and materials as shown in Annex III.

3. Mid-term Evaluation

The Team and the Philippine side evaluated the present stage or level of the Project based on the planned activities and outputs of the PDM.

Almost all of the activities shown in PDM are in progress successfully. It is expected

that the project purpose "The Patent administration process shall be facilitated in the IPO" will be achieved at the end of the cooperation.

3.1 Efficiency

Inputs have been generally adequate in terms of the quantity, quality and timing, and have been efficiently converted to the outputs expected.

3.2 Effectiveness

The Project Purpose will be achieved by the end of cooperation period on the basis of the actual outputs.

3.3 Impact

It is expected that the IPO will be able to grant industrial property rights more promptly with increased accuracy, particularly in the area of patents, a few years after the termination of the Project.

3.4 Relevance

The Philippine side recognizes the importance of the modernizing the industrial property system particularly the patent administration.

3.5 Sustainability

Both sides agreed that after the termination of the project, IPO, which has established the organizational structure and environment for modernizing the industrial property administration, would cope with the needed maintenance, enhancement or upgrade of the system by themselves. The counterpart personnel, by that time, shall have attained the required level of expertise to maintain and improve the project facilities and the patent administration system.

4. Others

4.1 Warranty of the equipment and materials

The Philippine side requested for the warranty documents for the purpose of facilitating maintenance contracts between IPO and suppliers or developers. The Japanese side informed the Philippine side that the warranty documents for the equipment and materials were already turned over to IPO except for the Oracle software. Japanese side advised the Philippine side that the warranty documents will be provided to IPO by the supplier.

4.2 Documentation of the application systems/software

The Philippine side requested that the documentation to be provided by the developer would include the complete source codes/programs of the customized application systems/software (PACSYS). The Japanese side explained that the complete documentation as stated in the contract in Phase 3 development would be provided to IPO by the end of Phase 3 development. Both sides agreed that at least during the project period, modification of the customized application systems/software would be done by the developer in accordance with the basic project concept.

4.3 Joint Final Evaluation

The Team explained that the joint final evaluation would be conducted six months before the termination of the Project.

The Team and the Philippine side agreed that modified verifiable indicators and means of verification as proposed in Annex XIII should be adopted for the final evaluation subject to the approval of the authority concerned.

4.4 Attendance of the Discussions

The list of participants in all the meetings is shown in Annex XIV.



Annex List

| | |
|------------|--|
| Annex I | Dispatch of the Japanese Experts |
| Annex II | Training of the Philippines Counterpart personnel in Japan |
| Annex III | Equipment and materials provided by Japanese Side |
| Annex IV | List of the Philippines Counterpart personnel |
| Annex V | Allocation of personnel for the Project |
| Annex VI | Equipment and materials provided by Philippine Side |
| Annex VII | Organization chart of IPO |
| Annex VIII | Tentative Schedule of Implementation (TSI) |
| Annex IX | Technology Cooperation Plan (TCP) |
| Annex X | Project Design Matrix (PDM) |
| Annex XI | Plan of Operations (PO) |
| Annex XII | Annual Plan of Operation (APO) |
| Annex XIII | Modified Verifiable Indicators and Means of Verification |
| Annex XIV | List of Attendants in the Meetings |



Dispatch of Japanese Experts

<Long term expert>

| | Name | Technical field | Assigned Term |
|---|----------------------|------------------------|-------------------------|
| 1 | Mr.Teruhiko Kadohira | Chief Adviser | 1999. 6.21 ~ 2001. 6.20 |
| 2 | Mr.Shigeo Tashiro | Chief Adviser | 2001. 5.11 ~ 2003. 5.17 |
| 3 | Ms.Chieko Maruyama | Project Coordinator | 1999. 5.18 ~ 2002. 5.17 |
| 4 | Mr.Toru Yamazaki | Bibliographic database | 1999. 5.18 ~ 2001. 9.29 |
| 5 | Mr.Ken Kamabu | Computer System | 1999. 5.18 ~ 2000. 5.17 |
| 6 | Mr.Toshihiro Tuchiya | Computer System | 2000. 5. 4 ~ 2002. 5. 3 |
| 7 | Mr.Kennichi Yoshino | Image database | 2001. 7. 9 ~ 2003. 5.16 |

<Short term expert>

| | Name | Technical field | Assigned Term |
|----|---------------------|---|-------------------------|
| 1 | Mr.Naoki Hongo | Documents database | 1999. 8.23 ~ 1999. 9. 3 |
| 2 | Mr.Hideo Tanaka | Image database | 2000.12. 4 ~ 2000.12.16 |
| 3 | Mr.Shigeki Saito | Global IPR Enforcement | 2001. 1.15 ~ 2001. 1.16 |
| 4 | Mr.Chisaji Sasagawa | System Coordinator | 2001. 3.12 ~ 2001. 3.24 |
| 5 | Mr.Hiroki Naito | Computer System Management | 2001. 3.12 ~ 2001. 3.24 |
| 6 | Mr.Osamu Suwa | Publication Administration | 2001. 7. 2 ~ 2001. 7.14 |
| 7 | Mr.Kazuo Hoshino | International Application Administration | 2001. 8.27 ~ 2001. 9. 8 |
| 8 | Mr.Tsuneo Nagai | International Application System | 2001. 9.10 ~ 2001.10. 6 |
| 9 | Mr.Tsutomu Igarashi | International Application System | 2001.10.15 ~ 2001.10.27 |
| 10 | Ms.Yuka Minagawa | International Application System | 2001.11. 5 ~ 2001.12.15 |

Training of the Philippines Counterpart personnel in Japan

| Name | Bureau | Traning field | Training Term |
|------------------------|--|--|------------------|
| Mr.Cecilio M.Fernandez | MIS-EDP | Intellectual Property Administration | 1999.3.14~3.28 |
| Ms.Lourdes F.Alabarca | MIS-EDP | Intellectual Property Information Management | 1999.10.3~11.11 |
| Mr.Vincente P Ramos | Bureau of Patent | Patent Administration Processing | 2000.10.18~11.25 |
| Ms.Precy O Flores | Administrative, Financial, Personnel service Bureau | Patent Administration Processing | 2000.10.18~11.25 |

Equipment and Materials provided by Japanese Side

| FY of Donation | Main Equipment | Amount |
|----------------------------|---|--------|
| FY1999 | Bibliographic database server | 1 set |
| | Document database server | 1 set |
| | Network Management server | 1 set |
| | Development/Application server | 1 set |
| | Desktop personel computer | 19 set |
| | Notebook personel computer | 5 set |
| | Scanner | 5 set |
| | Printer | 7 set |
| | Barcode reader | 8 set |
| | Barcode printer | 2 set |
| | LAN cabling material | 1 set |
| | Patent administration system software (application) | 1 set |
| | Total cost 31,100,000 peso | |
| FY2000 | Personal computer (Desk top) | 82 set |
| | Personal computer (Notebook) | 6 set |
| | Scanner | 6 set |
| | Bar code reader | 20 set |
| | Barcode printer | 2 set |
| | Network Printer | 12 set |
| | DLT Library device for Bibliographic databse | 1 set |
| | Network equipment | 1 set |
| | Application software (OS, Backup soft) | 1 set |
| | EDP supplies | 1 set |
| | Patent administration system software (Registration/Appeal) | 1 set |
| Total cost 24,971,980 peso | | |
| FY2001 | Estimated total cost will be about 9,000,000 peso *The Japanese Fiscal year will end in March 2002 | |

Annex IV (M/M)

Midterm Evaluation 2001

Assignment of C/P and Staff (CP List)

| Name | Position/Bureau | Current Involvement Status | Assignment Date | | | | | |
|----------------------------|--|--|-----------------|------------|------|------|------|--|
| | | | 1999 | 2000 | 2001 | 2002 | 2003 | |
| Lourdes F. Alabarca | Asst. Director MIS-EDP Bureau | Active, EDP Side Phases I, II & III | 05/17/1999 | | | | | |
| Rosella L. Fernandez | Asst. Director Bureau of Patents | Active, Admin Side Phases I, II & III | 05/17/1999 | | | | | |
| Restituto E. Maligaya, Jr. | Information Technology Officer III MIS-EDP Bureau | Active, EDP Side Phases I, II & III | 05/17/1999 | | | | | |
| Leonides T. Gavin | Information Technology Officer II MIS-EDP Bureau | Active, EDP Side Phases I, II & III | 05/17/1999 | | | | | |
| Carlito A. Reyes | Information Technology Officer II MIS-EDP Bureau | Active, EDP Side Phases II & III | | 06/16/2000 | | | | |
| Honorie B. De Vera | Intellectual Property Rights Specialist V AFHRDSB | Active, Admin Side Phases II & III | | 06/16/2000 | | | | |
| Amelita R. Amon | Intellectual Property Rights Specialist V Bureau of Patents | Active, Admin Side Phases I, II & III | | 07/20/2000 | | | | |
| Marianne S. Buendia | Intellectual Property Rights Specialist I AFHRDSB | Active, Admin Side Phases II & III | | 08/22/2000 | | | | |
| Anthony Joy L. Ajero | Information Technology Officer II MIS-EDP Bureau | Active, EDP Side Phase III | 06/08/2001 | | | | | |
| Rizalino F. Galacio | Information Systems Analyst III MIS-EDP Bureau | Active, EDP Side Phase III | 06/08/2001 | | | | | |

Assignment of C/P and Staff (CP List)

| Name | Position/Bureau | Current Involvement Status | Assignment Date | | | | |
|-----------------------|--|--|--------------------------|------|------|------|------|
| | | | 1999 | 2000 | 2001 | 2002 | 2003 |
| Aldous Jose A. Castro | Information Systems Analyst II MIS-EDP Bureau | Active, EDP Side Phase III | 06/08/2001 ----- | | | | |
| Marife I. Jarabe | Information Systems Analyst III MIS-EDP Bureau | Active, EDP Side Phase III | 06/08/2001 ----- | | | | |
| Gloria T. Salvado | Intellectual Property Rights Specialist V Bureau of Patents | Active, Admin Side Phase III | 06/08/2001 ----- | | | | |
| Jaclyn A. de la Paz | Information Officer I AFHRDSB | Active, Admin Side Phase III | 06/08/2001 ----- | | | | |
| Sheryl Tanon | Information Officer I AFHRDSB | Active, Admin Side Phase III | 09/12/2001 ----- | | | | |
| Rosa M. Fernandez | Intellectual Property Rights Specialist III Bureau of Patents | Active, Admin Side Phase III | 08/24/2001 ----- | | | | |
| Nadine D. Abella | Intellectual Property Rights Specialist I Bureau of Patents | Active, Admin Side Phase III | 08/24/2001 ----- | | | | |
| Engracia Q. Bangaoil | Attorney VI Office of the Director General | Active, Admin Side Phase III | 08/24/2001 ----- | | | | |
| Rolando B. Saquilabon | Asst. Director DITTB | Inactive, Admin Side Phase III | 06/08/2001 to 09/28/2001 | | | | |
| Vicente P. Ramos | Computer Operator III Bureau of Patents | Inactive, Admin Side Phases I, II & III | | | | | |

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Assignment of C/P and Staff (CP List)

| Name | Position/Bureau | Current Involvement Status | Assignment Date | | | | | |
|------------------|---|--|---|--------------------------|--------------------------|------|------|--|
| | | | 1999 | 2000 | 2001 | 2002 | 2003 | |
| Arlene M. Icban | Intellectual Property Rights Specialist I Bureau of Trademarks | Inactive, Admin Side Phase II | 06/16/2000 to 01/26/2001 | <input type="checkbox"/> | | | | |
| Evangeline Dapon | Legal Assistant II Bureau of Legal Affairs | Inactive, Admin Side Phase II | 01/26/2001 to April, 2001 | | <input type="checkbox"/> | | | |
| Carina I. Salvio | Information Officer III AFHRDSB | Inactive, Admin Side Phase III | 06/08/2001 to 09/28/2001 | | <input type="checkbox"/> | | | |
| Precy O. Flores | HRMO III AFHRDSB | Inactive, Admin Side Phases I, II & III | <input type="checkbox"/> 05/17/1999 to 09/28/2001 | | | | | |

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TENTATIVE SCHEDULE OF C/P ALLOCATION

1 Project Director
1 Project Manager

| Counterparts | 1999 | 2000 | 2001 | 2002 | 2003 |
|-------------------|--------------|-----------|-----------|-----------|-----------|
| | Phases 1 & 2 | | Phase 3 | | |
| <u>EDP SIDE</u> | | | | | |
| Lead C/P | 1 | 1 | 1 | 1 | 1 |
| MIS-EDP Bureau | | | | | |
| PSSD (Sys. Devt.) | 2 | 1 | 4 | 4 | 4 |
| OMD (Operation) | | 2 | 2 | 2 | 2 |
| MISD (Training) | | | 1 | 1 | 1 |
| Subtotal | 3 | 4 | 8 | 8 | 8 |
| <u>ADMIN SIDE</u> | | | | | |
| Lead CP | 1 | 1 | 1 | 1 | 1 |
| AFHRDSB | 1 | 3 | 6* | 4 | 4 |
| BLA | 1* | 1 | 2* | | |
| DITTB | 1* | 1* | 1* | | |
| ODG/ODDG | 1* | 1* | 1 | 1 | 1 |
| BOP | 1 | 2 | 5* | 4 | 4 |
| Subtotal | 6 | 9 | 16 | 10 | 10 |
| TOTAL | 9 | 13 | 24 | 18 | 18 |

*Note:

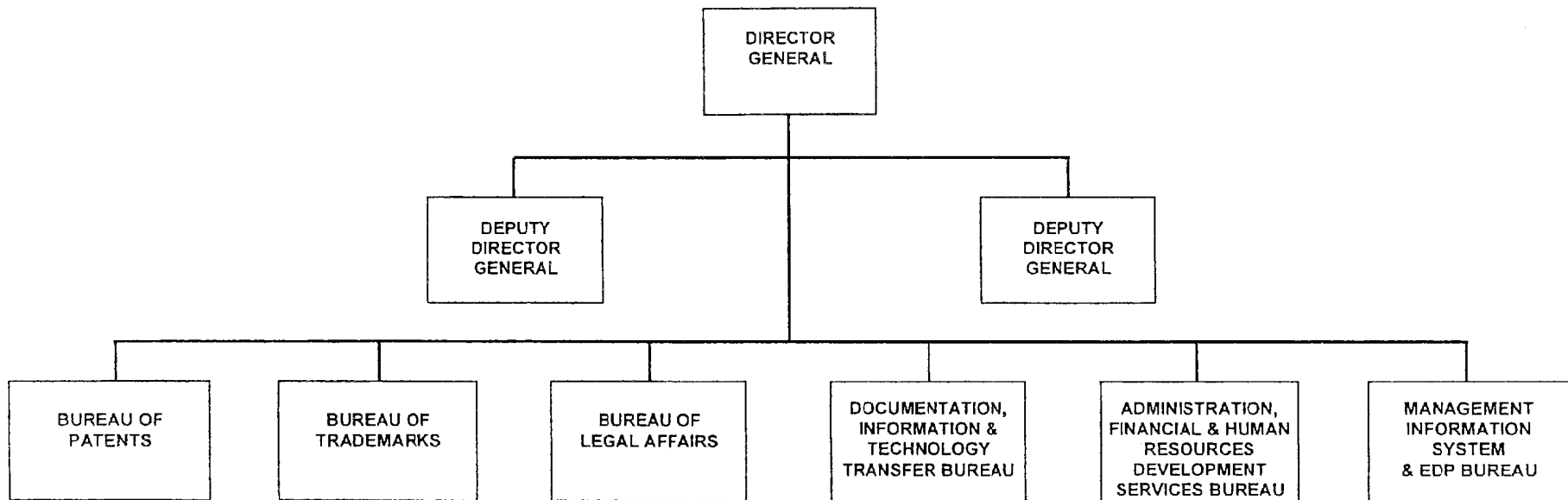
- | | |
|----------------|---|
| 1999-2000 | - Inactive |
| 2001 (AFHRDSB) | - 2 inactive as of 9/28/2001 |
| 2001 (BLA) | - Inactive as of 1/26/2001 & 4/2001 |
| 2001 (BOP) | - 1 inactive as of 9/28/2001 |
| 2001 (DITTB) | - Active only from 6/08/2001 to 9/28/2001 |

List of Machinery & Equipment / Facilities provided by the Philippine Side

| Description | 2000 | | 2001 | |
|---|---------------------|-------|---------------------|-------|
| | Qty. | Unit | Qty. | Unit |
| Personal Computers (Desktop) | 7 | Pcs | 17 | Pcs |
| Grounding works for Machinery and Equipments | 1 | Lot | | |
| Airconditioning Units for Machine Room | 1 | Unit | 2 | Units |
| Computer tables | 19 | Pcs | 80 | Pcs |
| Executive chairs for JICA Experts | 3 | Pcs | 2 | Pcs |
| Office Space | 69.5 | sqm. | 109 | sqm |
| Office Partitions | 1 | Lot | 1 | Lot |
| Computer / Machine Room | 1 | Lot | 1 | Lot |
| Telephone Subscriptions | 3 | Lines | 3 | Lines |
| Total | <u>1,226,306.33</u> | | <u>2,653,238.16</u> | |

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INTELLECTUAL PROPERTY OFFICE ORGANIZATIONAL STRUCTURE



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Tentative Schedule of Implementation (TSI)

| Calendar Year | 2000 | | | | 2001 | | | | 2002 | | | | 2003 | | | | |
|--|-------|------|----|-----|------|---|----|------|------|---|----|------|------|---|----|-----|----|
| Japanese Fiscal Year | 99 | 2000 | | | 2001 | | | 2002 | | | | 2003 | | | | | |
| | IV | I | II | III | IV | I | II | III | IV | I | II | III | IV | I | II | III | IV |
| Term of Technical Cooperation | ----- | | | | | | | | | | | | | | | | |
| <u>The Japanese side</u> | | | | | | | | | | | | | | | | | |
| I Dispatch of Mission | | | | | | | | | | | | | | | | | |
| (1) Mid-term Evaluation | | | | | | | | | | | | | | | | | |
| (2) Final Evaluation | | | | | | | | | | | | | | | | | |
| II Dispatch of Long-Term Experts | | | | | | | | | | | | | | | | | |
| (1) Chief Advisor | ----- | | | | | | | | | | | | | | | | |
| (2) Coordinator | ----- | | | | | | | | | | | | | | | | |
| (3) Expert of Administration database | ----- | | | | | | | | | | | | | | | | |
| (4) Expert of Document database | ----- | | | | | | | | | | | | | | | | |
| (5) Expert of Computer System | ----- | | | | | | | | | | | | | | | | |
| (6) Expert of Bibliographic database | ----- | | | | | | | | | | | | | | | | |
| III Dispatch of Short-Term Experts | | | | | | | | | | | | | | | | | |
| (1) Image Database | | | | | | | | | | | | | | | | | |
| (2) System Coordination | | | | | | | | | | | | | | | | | |
| (3) System Management | | | | | | | | | | | | | | | | | |
| (4) Publication | | | | | | | | | | | | | | | | | |
| (5) International Application Administration | | | | | | | | | | | | | | | | | |
| (6) International Application System | | | | | | | | | | | | | | | | | |
| (7) International Application System | | | | | | | | | | | | | | | | | |
| (8) International Application System | | | | | | | | | | | | | | | | | |
| (9) Computer System Administration | | | | | | | | | | | | | | | | | |
| IV Training of C/P Personnel in Japan | | | | | | | | | | | | | | | | | |
| V Provision of Machinery and Equipment | ----- | | | | | | | | | | | | | | | | |
| <u>The Philippines side</u> | | | | | | | | | | | | | | | | | |
| I Local cost | ----- | | | | | | | | | | | | | | | | |
| II Building and facilities | ----- | | | | | | | | | | | | | | | | |
| III Machinery, equipment and materials | ----- | | | | | | | | | | | | | | | | |
| IV Allocation of C/P personnel and necessary staff | ----- | | | | | | | | | | | | | | | | |

plan:----- result:-----

Technology Cooperation Plan (TCP)

| | 1999 | | | 2000 | | | | 2001 | | | | 2002 | | | | 2003 | | |
|--|-------|----|-----|--------|----|----|-----|--------|----|----|-----|-------|----|----|-----|------|----|----|
| | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 |
| Term of Technical Cooperation (Term of TC) | ----- | | | | | | | | | | | | | | | | | |
| 1. Basic construction | | | | | | | | | | | | | | | | | | |
| (1) Analysis of the administration process | ----- | | | -----> | | | | | | | | | | | | | | |
| (2) Preparation of the flow of administration process | ----- | | | -----> | | | | | | | | | | | | | | |
| 2. Bibliographic database | | | | | | | | | | | | | | | | | | |
| (1) Bibliographic system planning | ----- | | | -----> | | | | | | | | | | | | | | |
| (2) Basic planning for the bibliographic system | ----- | | | -----> | | | | | | | | | | | | | | |
| (3) Detailed planning for the bibliographic system | ----- | | | -----> | | | | | | | | | | | | | | |
| (4) Operation of the bibliographic database | ----- | | | -----> | | | | | | | | | | | | | | |
| 3. Document database | | | | | | | | | | | | | | | | | | |
| (1) Document system planning | ----- | | | ----- | | | | -----> | | | | ----- | | | | | | |
| (2) Basic planning for the document system | ----- | | | ----- | | | | -----> | | | | ----- | | | | | | |
| (3) Detailed planning for the document system | ----- | | | ----- | | | | -----> | | | | ----- | | | | | | |
| (4) Operation of the patent administration system | ----- | | | ----- | | | | -----> | | | | ----- | | | | | | |
| 4. Management of the patent administrative system | | | | | | | | | | | | | | | | | | |
| (1) Preparation of the operation manuals | ----- | | | ----- | | | | ----- | | | | ----- | | | | | | |
| (2) Maintenance planning | ----- | | | ----- | | | | ----- | | | | ----- | | | | | | |

Note :

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

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

Legend:

- * Dotted Line ----- Plan
- * Arrow Line -----> Completed
- On going

Project Design Matrix (PDM)

| Narrative Summary | Verifiable Indicators | Means of Verification | Important Assumption |
|--|---|--|---|
| (Overall goal) The IPO will be able to grant industrial property rights more promptly with increased accuracy | 1. Increase number of patent application processed | 1. IPO record (Comparison of number of application received and the registered) | |
| (Project purpose) The Patent administration process shall be facilitated in the IPO | 1. Reduction in processing time of patent application 2. Efficiency of patent administration process | 1. IPO records 2. Evaluation and interview with IPO staff and management | a. Examination ability of examiners will be maintained b. Current policies with emphasis on protection of industrial property rights will continue |
| (Output) 0. Project operation unit will be enhanced 1. Staff will be able to analyze the patent administration process and suggest for ways of improvement 2. Appropriate machinery and equipment will be provided installed and maintained properly. 3. A bibliographic database will be created and utilized 4. A document database will be created and utilized 5. Staff will be able to manage the patent administration processing system | 0 Personnel number, budget, control ability of Management staff 1-1 Ability of making job flow charts of patent 1-2 Listing up present problems by C/P 1-3 Ability of improving patent administration process of IPO staff 2-1 Contents and number of equipment installed 2-2 Contents and number of manuals developed 3-1 Number of bibliographic data in electronic media 3-2 Reduction in access time to bibliographic data 4-1 Number of document data in electronic media 4-2 Reduction in access time to bibliographic data 5-1 Number of jobs processed by patent administration system 5-2 Contents and number of manuals developed 5-3 Number of training courses to IPO staff by C/P 5-4 Number of users of patent administration system | 0 Organization chart, administration record, accounting record, personnel record 1-1 List of the flow charts 1-2 Record of problem list 1-3 List of improvement plan by IPO staff 2-1 Property record, operation and maintenance record 2-2 List of manuals and manuals themselves 3-1 Record of bibliographic database 3-2 Operation record of the database 4-1 Record of bibliographic database 4-2 Operation record of the database 5-1 Number of print-outs by the system 5-2 List of manuals and manuals themselves 5-3 Project record, evaluation and interview to IPO staff 5-4 Operation record | a. C/P will remain at IPO |
| (Activities) 0-1 Allocate necessary personnel as planned 0-2 Make the budget plan with appropriate expenditures 1-1 Analyze procedure of patent administration 1-2 Collect verifiable data 1-3 Make the procedure flow of patent administration 1-4 Organize the group to analyze administration process 2-1 Make a plan to install necessary machinery and equipment 2-2 Select the necessary machinery and equipment 2-3 Procure and install machinery and equipment 2-4 Make operation manuals for the main machinery and equipment Bibliographic database 3-1 Select necessary functions and data for the database 3-2 Design a basic plan for the database 3-3 Store data to the database 3-4 Inspect the database program 3-5 Test the database function 3-6 Make manuals for terminal operation 3-7 Transfer administration job to the computerized system Document database 4-1 Select necessary functions and data for the database 4-2 Design a basic plan for the database 4-3 Store data to the database 4-4 Inspect the database program 5-1 Test the system function 5-2 Make manuals for system operation 5-3 Transfer administration job to the computerized system 5-4 Make report of operation status on the system 5-5 Evaluate the status of the system operation and its use 5-6 Collect verifiable data 5-7 Make manuals for patent administration system 5-8 Conduct training courses of terminal operation for system users 5-9 Conduct training courses of administration process using the system regularly 5-10 Make a plan of total maintenance | Input | | a. Donated machinery and equipment will be smoothly cleared at the customs |
| | The Philippines side | | The 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) Technical C/P (3) Supporting staff 3 Renovation of building and facilities 4 Machinery and equipment Purchase necessary M&E and its maintenance | 1 Dispatch of Japanese experts (1) Long-term experts a. Chief adviser b. Coordinator c. Bibliographic database d. Document database e. Computer system (2) Short term experts Appropriate number of the experts will be attached as necessity arises. 2 Philippines C/P training in Japan 3 Provision of machinery and equipment | (Preconditions) a. Project space will be secured |

MM

| Activities | Schedule | | | | | | | | | | | | | | | Responsible Person in Project team | Input* | Remarks | | | |
|---|----------|-------|-------|------|----|----|------|----|----|------|-----|----|------|----|-----|------------------------------------|--------|---------|-------------------------------|----------|------------|
| | 1999 | | | 2000 | | | 2001 | | | 2002 | | | 2003 | | | | | | | | |
| | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | | | | -3 | -6 | -9 |
| 0. Project operation unit will be enhanced | | | | | | | | | | | | | | | | | | | | | |
| 0-1 Allocate necessary personnel as planned | | | | | | | | | | | | | | | | | | | Project Director | | |
| 0-2 Make budget plan with appropriate expenditures | | | | | | | | | | | | | | | | | | | Project Director | | |
| 1. Staff will be able to analyze the patent administration process and suggest an improvement strategy | | | | | | | | | | | | | | | | | | | | | |
| 1-1 Analyze the procedure of Patent, Utility model and Design administration | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 1-2 Collect verifiable data | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 1-3 Make the procedure flow of Patent, Utility model and Design administration | | | | | | | | | | | | | | | | | | | Ms. Fernandez | BE | Completion |
| 1-4 Organize the group to analyze administration process | | | | | | | | | | | | | | | | | | | Project Manager | BE | Completion |
| 2. Appropriate machinery and equipment will be provided, installed and maintained properly | | | | | | | | | | | | | | | | | | | | | |
| 2-1 Make plan to install the necessary machinery & equipment | | | | | | | | | | | | | | | | | | | Ms. Alabarca | SE | Completion |
| 2-2 Select the necessary machinery & equipment | | | | | | | | | | | | | | | | | | | Ms. Alabarca | SE | Completion |
| 2-3 Procure and install machinery & equipment | | | | | | | | | | | | | | | | | | | Ms. Alabarca | SE | Completion |
| 2-4 Make operation manuals for the machinery & equipment | | | | | | | | | | | | | | | | | | | Ms. Alabarca | SE | Completion |
| 3. Bibliographic database will be built and utilized | | | | | | | | | | | | | | | | | | | | | |
| 3-1 Select necessary functions and data for the database | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 3-2 Design a basic plan for the database | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 3-3 Store data to the database | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 3-4 Inspect the database program | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 3-5 Test the database function | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |

| Activities | Schedule | | | | | | | | | | | | | | | Responsible Person in Project team | Input* | Remarks | | | |
|--|----------|----|-----|------|----|----|-------|-------|----|-------|-------|----|------|----|-----|------------------------------------|--------|---------|-------------------------------|----------|------------|
| | 1999 | | | 2000 | | | 2001 | | | 2002 | | | 2003 | | | | | | | | |
| | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | -3 | -6 | -9 | -12 | | | | -3 | -6 | -9 |
| 3-6 Make manuals for terminal operation | | | | | | | ----- | ----- | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | Completion |
| 3-7 Transfer administration job to the computerized system | | | | | | | | ----- | | | | | | | | | | | Ms. Fernandez | BE | Completion |
| 4. Document database is built and utilized | | | | | | | | | | | | | | | | | | | | | |
| 4-1 Select necessary functions and data for the database | | | | | | | | | | ----- | ----- | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 4-2 Design a basic plan for the database | | | | | | | | | | ----- | ----- | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 4-3 Store data to the database | | | | | | | | | | | ----- | | | | | | | | Ms. Fernandez | DE | |
| 4-4 Inspect the database program | | | | | | | | | | | ----- | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5. Staff will be able to manage the patent administration processing system | | | | | | | | | | | | | | | | | | | | | |
| 5-1 Test system function | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-2 Make manuals for systems operation | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-3 Transfer administration job to the computerized system | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-4 Make reports of the operation status of the system | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-5 Evaluate the status of the system operation and its use | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-6 Collect verifiable data | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-7 Make manuals for patent administration system | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-8 Conduct training courses of terminal operation for system users | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | BE SE | |
| 5-9 Conduct training courses of administration process using the system regularly | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |
| 5-10 Make a plan of total maintenance | | | | | | | | | | | | | | | | | | | Ms. Fernandez Ms. Alabarca | DE SE | |

Note:

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

----- : Plan
 ----- : Achievement

Legend:

BE: Bibliographic Database Expert
 DE: Document Database Expert
 SE: System Engineering Expert

| Activities | FY2000 | | | FY2001 | | | | | | | | | | | | Input | | |
|--|---------------------|---|---|--------|---|---|---|---|---|----|----|----|---------------------|---|---|-------|--|--------|
| | 2001(Calendar Year) | | | | | | | | | | | | 2002(Calendar Year) | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | | | |
| 0-1. Allocate necessary personnel as planned | | | | | | | | | | | | | | | | | | |
| 0-1-1. Make personnel allocation plans | | | | | | | | | | | | | | | | | | |
| 0-1-2. Assign counterparts and personnel | | | | | | | | | | | | | | | | | | |
| 0-2. Make budget plans with appropriate expenditures | | | | | | | | | | | | | | | | | | |
| 0-2-1. Allocate budget for 2001-2002 | | | | | | | | | | | | | | | | | | |
| 1-1 Analyze the procedure of Patent, Utility model and Design administration | | | | | | | | | | | | | | | | | | SE, DE |
| 1-1-5 Make PCT administration flowchart | | | | | | | | | | | | | | | | | | BE |
| 1-1-6 Make Publication administration flowchart | | | | | | | | | | | | | | | | | | BE |
| 1-1-7 Make comparison data item list between old law and new law | | | | | | | | | | | | | | | | | | |
| 1-3 Make the procedure flow of Patent, Utility model and Design Administration | | | | | | | | | | | | | | | | | | SE, DE |
| 1-3-3 Make PCT administration flowchart after computerization | | | | | | | | | | | | | | | | | | BE |
| 1-3-4 Make Publication administration flowchart after computerization | | | | | | | | | | | | | | | | | | |
| 1-4. Organize the necessary groups to analyze administration process | | | | | | | | | | | | | | | | | | |
| 2-1 Make a plan to install necessary machinery and equipment | | | | | | | | | | | | | | | | | | CE |
| 2-1-3 Manage progress installation plan | | | | | | | | | | | | | | | | | | |
| 2-3 Procure and install machinery and equipment | | | | | | | | | | | | | | | | | | CE |
| 2-3-3 Plan the scale of PCT equipment (*This activity does not commit to input equipment) | | | | | | | | | | | | | | | | | | |
| 4-1 Select necessary functions and data for the database | | | | | | | | | | | | | | | | | | SE, CE |
| 4-1-1 Make system requirements specifications | | | | | | | | | | | | | | | | | | SE, DE |
| - Make system specifications for contract(PCT Technology) | | | | | | | | | | | | | | | | | | SE, CE |
| - Make system specifications for contract(PCT Function) | | | | | | | | | | | | | | | | | | DE |
| - Make system specifications for contract (Document system Technology) | | | | | | | | | | | | | | | | | | BE |
| - Make system specifications for contract (Document system Function) | | | | | | | | | | | | | | | | | | |
| - Make system specifications for contract (Old law system Function) | | | | | | | | | | | | | | | | | | |
| 4-2 Design a basic plan for database | | | | | | | | | | | | | | | | | | DE, CE |
| 4-2-1 Inspect general design & prototyping | | | | | | | | | | | | | | | | | | DE, CE |
| - Inspect general design & prototyping for PCT system | | | | | | | | | | | | | | | | | | DE, CE |
| - Inspect general design & prototyping for document system | | | | | | | | | | | | | | | | | | DE, CE |
| - Inspect general design & prototyping for old law system | | | | | | | | | | | | | | | | | | |
| 4-3 Store data to the data base | | | | | | | | | | | | | | | | | | DE |
| 4-3-1 Plan the data entry | | | | | | | | | | | | | | | | | | DE |
| - Plan the document data entry | | | | | | | | | | | | | | | | | | DE |
| - Plan the old law data entry | | | | | | | | | | | | | | | | | | DE |
| - Make data entry flowchart | | | | | | | | | | | | | | | | | | |
| 4-3-2 Conduct the data entry | | | | | | | | | | | | | | | | | | DE |
| - Conduct data entry | | | | | | | | | | | | | | | | | | |
| 4-4 Inspect the database program | | | | | | | | | | | | | | | | | | DE |
| 4-4-1 Prepare test data | | | | | | | | | | | | | | | | | | DE |
| - Prepare test data for document system | | | | | | | | | | | | | | | | | | DE |
| - Prepare test data for old law system | | | | | | | | | | | | | | | | | | DE |
| - Prepare test data for PCT system | | | | | | | | | | | | | | | | | | |
| 4-4-2 Inspect test cases made by manufacturer | | | | | | | | | | | | | | | | | | CE |
| - Inspect test cases for document system | | | | | | | | | | | | | | | | | | CE |
| - Inspect test cases for old law system | | | | | | | | | | | | | | | | | | |
| 5-1 Test the system function | | | | | | | | | | | | | | | | | | DE |
| 5-1-1 Conduct the acceptance testing | | | | | | | | | | | | | | | | | | DE |
| - Conduct the test for document system function | | | | | | | | | | | | | | | | | | CE |
| - Conduct the test for old law system and with bibliographic DB | | | | | | | | | | | | | | | | | | |
| - Conduct the relation test between document DB and bibliographic DB | | | | | | | | | | | | | | | | | | |
| 5-3 Transfer administration job to the computerized system | | | | | | | | | | | | | | | | | | DE |
| 5-3-1 Preparation for launching the systems developed under Phase 3 | | | | | | | | | | | | | | | | | | |

(*1) BE: Bibliographic DB expert / DE: Document DB expert / CE: Computer system expert / SE: Short term expert

(*2) This document will be attached to contract between JICA and system developer.

Modified Verifiable Indicators and Means of Verification of Output

| Verifiable Indicators | Means of Verification |
|---|--|
| 0 Personnel number, budget, control ability of management staff | 0 Organization chart, administration record, accounting record, personnel record |
| 1-1 Present job flow charts of patent administration 1-2 Job flow charts for improved process | 1-1 List of the present job flow charts 1-2 List of the job flow charts for the improved process |
| 2-1 Contents and number of equipment installed 2-2 Contents and number of manuals developed | 2-1 System configuration report 2-2 List of manuals and manuals themselves |
| 3-1 Number of applications processed in the PACSYS 3-2 Reduction in access time to bibliographic database | 3-1 List of application numbers 3-2 Actual observation record |
| 4-1 Number of applications processed in the PACSYS 4-2 Reduction in access time to document database | 3-1 List of application numbers 3-2 Actual observation record |
| 5-1 Number of jobs processed by patent administration system 5-2 Contents and number of manuals developed 5-3 Number of training courses to IPO staff by C/P 5-4 Number of users of patent administration system 5-5 Contents and number of troubleshooting | 5-1 List of reports generated by the PACSYS 5-2 List of manuals and manuals themselves 5-3 List of training courses and attendants 5-4 List of end users 5-5 List of Fault Occurrence Register |

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

LIST OF ATTENDANTS IN THE MEETING

1. The Japanese Side

(1) Mid-term Evaluation Team

| | |
|------------------|--------|
| Tsunenobu Miki | Leader |
| Seiichi Akagawa | Member |
| Kenichi Kawamura | Member |

(2) The Project Team

| | |
|--------------------|---------------------|
| Shigeo Tashiro | Chief Advisor |
| Chieko Maruyama | Project Coordinator |
| Kennichi Yoshino | Japanese Expert |
| Toshihiro Tsuchiya | Japanese Expert |

(3) Others

| | |
|-----------------|------------------|
| Yoshimasa Sakai | Embassy of Japan |
| Motofumi Kohara | JICA Philippines |

2. The Philippine Side

(1) IPO

| | |
|-------------------|------------------------------------|
| Emma Francisco | Director-General |
| Cecilio Fernandez | Director, MIS-EDP Bureau |
| Lourdes Alabarca | Assistant Director, MIS-EDP Bureau |
| Rosella Fernandez | Assistant Director, BOP |

(2) NEDA (National Economic and Development Authority)

| | |
|----------------------|--|
| Wilfredo M. de Perio | Senior Economic Development Specialist |
|----------------------|--|

