

WORK PLAN
RSE "NATIONAL INSTITUTE OF INTELLECTUAL PROPERTY"
OF THE MINISTRY OF JUSTICE OF THE REPUBLIC OF KAZAKHSTAN
FOR THE YEAR 2025

№	Name of the activity	Responsible departments	Timeframe for realization	Resources	Completion form
Direction 1. IMPROVEMENT OF THE QUALITY OF SERVICES PROVIDED, OPTIMIZATION OF WORK PROCESSES AND INTRODUCTION OF INNOVATIVE SOLUTIONS INTO PRODUCTION ACTIVITIES					
1.	Updating data on the Internet portal "Open Dialogue" (<i>dialog.egov.kz</i>)	Designated staff member of Development and International Cooperation Office	On a permanent basis	Not required	Constant monitoring of the portal
2.	Updating of data on the Internet portal "Open Data" (<i>data.egov.kz</i>)	The assigned employee of the Department of State Registries, Publication and Registration of contracts	Every month	Not required	Monthly data update
3.	Publication of a list of inventions that have received legal protection under the regional and international patenting system	Patent Research and Coordination Department of the Tisc, Development and International Cooperation office	Every month	Not required	Posting on the official website
4.	Sending reporting information to the Ministry of Justice of the RK on rendered state services	Department of State Registries, Publication and Registration of contracts	Every month, quarterly	Not required	Reporting information to the Department of Digitalization and Automation of Public Services of the Ministry of Justice of the RK

5.	Sending to the IIS of the Ministry of Justice of the RK statistical data reflecting the main performance indicators of RSE “NIIP”	Development and International Cooperation Office <i>on the basis of data provided by specialized units divisions</i>	Every month	Not required	Reporting information to the Intellectual Property Committee of the Ministry of Justice of the RK
6.	Analysis and monitoring of information security risks to prevent disruptions in the operation of information and communication technologies using the DLP system and the resources of the Information Security Operations Center	Information Security Management, Technical Support and Administration Department	Every month	Not required	Reporting information to the management
7.	Control over compliance with the requirements of the organization of software and hardware protection of information processing facilities and secure environment for the operation of information resources	Information Security Management, Technical Support and Administration Department	Every month	Not required	Reporting information to the management
8.	Implementation of the e-Filing platform for the electronic filing of international applications with the WIPO IB under the Madrid System	Department of Trademarks, Geographical Indications, Appellations of Origin and Industrial Designs Department of Trademarks, Geographical Indications, Appellations of origin of goods and Industrial designs; Department of Trademarks, Geographical indications, Appellations of origin and Industrial Designs; Department of Technical Support and Administration.	By the end of the year	Not required	Reporting information to the management
9.	Carrying out works on inclusion of the Kazakh language in the Madrid System (MGS) Goods and Services Manager toolkit	Department of Trademarks, Geographical Indications, Appellations	By the end of the year	Not required	Reporting information to the management

		of Origin and Industrial Designs Department of Trademarks, Geographical Indications, Appellations of origin of goods and Industrial designs			
10.	Transition of RSE NIIP to electronic data exchange with WIPO IB in XML format	Information Systems Support and Development Department, Technical Support and Administration Department	By the end of the year	In accordance with the Development Plan	Transition to electronic data exchange with the WIPO IB in XML format
11.	Development and modernization of RSE NIIP information systems (AIS NIIP, personal account, State Register, Electronic Bulletin)	Information Systems Support and Development Department, Technical Support and Administration Department, Information Security Department	By the end of the year	In accordance with the Development Plan	Act of testing and putting into commercial operation
12.	Integration with external CS information systems via SmartBridge service showcase	Information Systems Support and Development Department, Technical Support and Administration Department, Information Security Department	By the end of the year	In accordance with the Development Plan	Act of testing and putting into commercial operation
Direction 2: ANALYTICAL ACTIVITIES. WORK ON IMPROVEMENT OF LEGISLATION IN THE FIELD OF PROTECTION AND DEFENSE OF INTELLECTUAL PROPERTY RIGHTS					
13.	Analyzing the state of patent activity by Sustainable Development Goal (SDG) areas for 2024	Patent Research and Coordination Department of the Tisc	1 quarter	Not required	Reporting to management with recommendations
14.	Analysis of RSE “NIIP” activity on participation in court proceedings on cases related to protection and defense of intellectual property rights for 2024	Legal Support Office	1 quarter	Not required	Reporting to management with recommendations

15.	Development and publication of the RSE NIIP Annual Report 2024 in three languages	Development and International Cooperation Office <i>on the basis of data provided by specialized units divisions</i>	by April 26	In accordance with the Development Plan	Electronic annual report for 2024, posting on the official website
16.	Analysis of inventive activity in the regions of the Republic of Kazakhstan for 2024	Patent Research and Coordination Department of the Tisc	2 quarter	Not required	Reporting to management with recommendations
17.	Creation and publication of the report “100 Best Inventions of Kazakhstan” for 2024 on the departmental website of RSE NIIP	Patent Research and Coordination Department of the Tisc	3 quarter	Not required	Establishment of a database of patent holder, inventor and abstract information by field of technology on the TISC platform
18.	Analysis of the current system of protection and defense of intellectual property rights in digital environment (experience of Kazakhstan and foreign countries)	IPRC	1st half of the year	Not required	Analytical report to the management, to the Intellectual Property Committee of the Ministry of Justice of the RK
19.	Preparation of information on the practice of appealing expert decisions by the Appeals Board	Department of trademarks, Geographical indications, Appellations of origin and Industrial designs; Department of Inventions, Utility Models and Breeding Achievements; Legal Support Office	once a half-year	Not required	Reporting information to management
20.	Participation in working groups on the development of draft laws and regulations and their consideration in the Parliament of the Republic of Kazakhstan	Legal Support Department <i>Structural units</i>	During the year <i>in coordination with the Ministry of Justice of the RK</i>	Not required	Reporting information to management

21.	Analysis of internal legal acts of RSE “NIIP” for the necessity to make amendments and additions to them	Legal Support Department	During the year	Not required	Reporting to management with recommendations
22.	Conducting a population survey to identify the level of awareness of intellectual property issues	IPRC	4 quarter	Not required	Analysis of the results (January of the following year) Publication on the official website (February of the next year)
23.	Formation of an analytical report on intellectual property protection issues	IPRC	4 quarter	Not required	Analytical report to the Intellectual Property Committee of the Ministry of Justice of the RK

**Direction 3. PROMOTING KNOWLEDGE AND LEGAL LITERACY IN THE FIELD OF INTELLECTUAL PROPERTY RIGHTS
INTELLECTUAL PROPERTY RIGHTS**

3.1. Organization and holding of business events in the form of forums, conferences, round tables

24.	Organization of a meeting with patent attorneys of the Republic of Kazakhstan to share experience, discuss topical issues and strengthen professional interaction	Development and International Cooperation Office, Technical Support and Administration Department <i>Specialized units</i>	1 quarter	In accordance with the Development Plan	Coverage on information resources and social networks
25.	TISC National Convention in conjunction with WIPO: “Practical training for participants on the use of Derwent Innovation databases and the ASPI program”	Patent Research and Coordination Department of the Tisc; Development and International Cooperation Office; Technical Support and Administration Department	1 half-year	In accordance with the Development Plan	Coverage on information resources and social networks
26.	Round table on “Trademark Secured Lending as a Tool for Business Support and Economic Development”	Department of State Registers, Publication and Registration of Agreements on the	2 half-year	In accordance with the Development Plan	Coverage on information resources and social networks

		Disposition of Industrial Property Rights; Development and International Cooperation Office, IPRC, Technical Support and Administration Department			
27.	Round table with participation of representatives of scientific, industrial and ICT industries to discuss topical issues of technology transfer	Patent Research and Coordination Department of the Tisc; Department of Inventions, Utility Models and Breeding Achievements; Development and International Cooperation Office; Technical Support and Administration Department	4 quarter	In accordance with the Development Plan	Coverage on information resources and social networks
28.	Organization and conduct of other dialogue platforms on topical issues of intellectual property rights protection, including participation at the invitation of partners	Development and International Cooperation Office <i>Partner structural units</i>	During the year	In accordance with the Development Plan	Coverage on information resources and social networks
3.2. Organization and implementation of training activities					
29.	Training of heads of intellectual property rights departments of the TOU at the site of RSE NIIP	Department of trademarks, Geographical indications, Appellations of origin and Industrial Designs <i>Structural units</i>	March	In accordance with the Development Plan	Coverage on information resources and social networks
30.	Training webinars and seminars on protection and enforcement of intellectual property rights (for students, entrepreneurs, representatives of creative industries, etc.).	IPRC <i>Speakers according to the program</i>	Every month	Not required	Coverage on information resources and social networks

31.	Training activities aimed at improving the qualifications of judges, TOJ and law enforcement officers in the field of protection and enforcement of intellectual property rights	IPRC <i>Speakers according to the program</i>	Quarterly	Not required	Coverage on information resources and social networks
32.	Webinars on ensuring the protectability and commercialization of RSTD for scientific organizations and organizations of higher and postgraduate education	IPRC <i>Speakers according to the program</i>	Quarterly	Not required	Coverage on information resources and social networks
33.	Seminar on the topic: “Conducting Patent Search. Sources of patent information”. Patent research. Content and procedure of conducting”	The branch together with structural subdivisions divisions	May	In accordance with the Development Plan	Coverage on information resources and social networks
34.	Master class on examination issues for patent attorneys and persons acting as representatives of applicants (legal entities/individuals without the status of patent attorneys) at the site of RSE “NIIP”.	Department of trademarks, Geographical indications, Appellations of origin and Industrial designs, Development and International Cooperation Office, Technical Support and Administration Department	May	Not required	Coverage on information resources and social networks
35.	Master class on examination issues for patent attorneys and persons acting as representatives of applicants (legal entities/individuals without the status of patent attorneys) at the Almaty branch site	Department of trademarks, Geographical indications, Appellations of origin and Industrial Designs Branch <i>Structural units</i>	May	Not required	Coverage on information resources and social networks
36.	Training seminar (training) on the issues of examination of non-traditional trademarks in online format	Department of trademarks, Geographical indications, Appellations of origin and Industrial Designs WIPO	August	Not required	Внесение дополнений в Методическую рекомендацию
37.	Conducting training events at the request of interested parties on the basis of the Training Center of the Almaty Branch	The branch together with structural subdivisions	During the year	In accordance with the Development Plan	Coverage on information resources and social networks

3.3. Realization of other measures aimed at promoting knowledge and legal literacy in the field of intellectual property rights

38.	Preparation and issue of the electronic journal “Intellectual Property of the Republic of Kazakhstan”	Development and International Cooperation Office	Quarterly	Not required	Posting of the electronic journal on the official website
39.	Holding contests and quizzes for schoolchildren as part of the “Young Inventor School” project	Development and International Cooperation Office <i>Speakers according to the program and partners</i>	During the year	In accordance with the Development Plan	Coverage on information resources and social networks
40.	Organization and holding of the Republican contest of achievements in the field of invention “Shapaghat-2025”	In accordance with the fixing	April – December	In accordance with the Development Plan	Coverage on information resources and in social networks and mass media

41.	Filling the official website (announcements, news, events) and work in social networks to cover the activities of NIIP RSE	Development and International Cooperation Office, IPRC	On an ongoing basis	In accordance with the Development Plan	Publications on the website, Instagram, Facebook

Direction 4. INTERNATIONAL COOPERATION

42.	Participation in the Kazakhstan Pharmaceutical Forum with the participation of representatives of domestic international pharmaceutical companies, Almaty	Development and International Cooperation Office <i>Candidates as agreed with management</i>	February	In accordance with the Development Plan	Coverage on information resources and social networks
43.	Participation in the meeting of the Standing Working Group on Information Technologies of the EAPO Administrative Council	Information Systems Support and Development Department, Technical Support and Administration Department, Information Security Department	Quarterly	Not required	Протокол заседания

44.	The organization of events for the celebration of World Intellectual Property Day 2025 is held under the slogan “IP and Music. Feel the rhythm of IP”	Development and International Cooperation Office Заинтересованные структурные подразделения	April	Not required	Coverage on information resources and social networks
45.	Participation in conferences and forums organized by WIPO, EAPO and other organizations	Development and International Cooperation Office <i>candidates in consultation with management</i>	During the year	In accordance with the Development Plan and by invitation	Reporting information to management
46.	Participation in training and experience exchange programs for RSE NIIP employees abroad	Development and International Cooperation Office <i>Candidates in consultation with management</i>	During the year	In accordance with the Development Plan and by invitation	Professional development of employees
47.	Expansion of partnerships with foreign patent offices	Development and International Cooperation Office, IPRC Interested structural units	During the year	In accordance with the Development Plan	Access to best practices, raising the profile of the RK in the IP field, long-term cooperation
48.	Participation in the meeting of the Budget Working Group of the EAPO Administrative Council, RF	Development and International Cooperation Office, Finance and Logistics Department	April /August	In accordance with the Development Plan	Report to Management on participation
49.	Organization and conduct of WIPO Summer School (fourth WIPO Summer School in the Republic of Kazakhstan)	Development and International Cooperation Office, IPRC <i>in cooperation with the WIPO Academy</i>	June	In accordance with the Development Plan	Coverage on information resources and social networks
50.	Organization and holding of the Panel Session on Intellectual Property within the framework of the Astana International Forum (<i>with participation of representatives of WIPO, EAPO, States Parties to the Eurasian Patent Convention, Central Asian countries, TOU and other stakeholders</i>)	Development and International Cooperation Office IPRC <i>jointly with the Intellectual Property Committee of the Ministry of Justice of the RK and WIPO</i>	June	In accordance with the Development Plan	Coverage on information resources and social networks

51.	Participation in the 66th series of meetings of the Assemblies of the Member States of WIPO, Geneva city	Development and International Cooperation Office <i>candidates in consultation with management</i>	July	In accordance with the Development Plan	Coverage on information resources and social networks
52.	Participation in the session of the WIPO Program and Budget Committee, Geneva, Switzerland	Department of Finance and Logistics, Development and International Cooperation Office	June - July	In accordance with the Development Plan	Report to management on participation
53.	Work under the EAPO-WEIS project on capacity building of technoparks in Central Asia	IPRC, Development and International Cooperation Office	During the year according to a separate plan	Not required	Coverage on information resources and social networks
54.	WIPO Online Training on Examination of Inventions	Department of Inventions, Utility Models and Breeding Achievements	During the year in consultation with WIPO	Not required	Report to management on participation

Направление 5. УКРЕПЛЕНИЕ КАДРОВОГО ПОТЕНЦИАЛА

55.	Ongoing training of staff at the WIPO Academy (general and specialized courses, professional development through PDP programs)	All staff of Development and International Cooperation Office – coordination Office of Human Resources Management – certificate management	During the year	Not required	End-of-year report
56.	Training of patent examiners at the EAPO	Development and International Cooperation Office <i>specialized units</i>	During the year as requested	From the country quota and in accordance with the development plan	Certificate, report to management
57.	Professional development of experts through training at RGAIS	Development and International Cooperation Office <i>specialized units</i>	During the year as requested	From the country quota and in accordance with the development plan	Diploma, report to management

--	--	--	--	--	--

58.	Training of staff to improve the qualification of specialists in the field of computer technologies of national patent offices of the EAPC member states	Technical Support and Administration Department, Information Systems Support and Development Department	3 quarter	Not required	Certificate
59.	Conducting explanatory work with the employees of RSE “NIIS” aimed at combating corruption, with the participation of employees of the Agency of the Republic of Kazakhstan for Combating Corruption (<i>Anti-Corruption Service</i>)	Human Resources Management <i>together with the compliance officer and ethics inspector</i>	During the year	Not required	Coverage on information resources and social networks
60.	Maintaining the section “Anti-corruption policy” on the Internet resource of RSE NIIP on issues of anti-corruption and formation of anti-corruption culture	Human Resources Management <i>together with the compliance officer and ethics inspector</i>	During the year	Not required	Up-to-date information
61.	Activities aimed at strengthening corporate spirit and promoting healthy lifestyles	Human Resources Management <i>together with the compliance officer and ethics inspector</i>	During the year	In accordance with the Development Plan	Coverage on information resources and social networks
62.	Organization and holding of creative evenings, events timed to festive and significant dates	Human Resources Management Compliance Officer - Ethics Officer <i>Structural units</i>	During the year	In accordance with the Development Plan	Coverage on information resources and social networks

List of used abbreviations

RSE “NIIP”

RSE “National Institute of Intellectual Property” Intellectual Property Committee of the Ministry of Justice of the Republic of Kazakhstan

MJ RK

Ministry of Justice of the Republic of Kazakhstan

IPC MJ RK IP

Intellectual Property Committee of the Ministry of Justice of the Republic of Kazakhstan
Intellectual Property