APPROVED BY THE ORDER OF THE DIRECTOR OF THE RGP "NATIONAL INSTITUTE OF

INTELLECTUAL PROPERTY OF THE MINISTRY OF JUSTICE OF THE REPUBLIC OF KAZAKHSTAN № 417 NQ

DATED DECEMBER "22", 2022

**PLAN OF WORK**

**RSE "NATIONAL INSTITUTE OF INTELLECTUAL PROPERTY" OF THE MINISTRY OF JUSTICE OF THE REPUBLIC OF KAZAKHSTAN**

**FOR 2023**

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| **№ п/п** | **Name** | **Responsible** | **Implemen ation timeframe** | **Resources** | **Form of completion** |
| **Direction 1. IMPLEMENTATION OF CORE ACTIVITIES AND IMPROVEMENT OF THE QUALITY OF EXPERT SERVICES** | | | | | |
| 1. | Updating data on the "Open Data" Internet portal (data.egov.kz) | DSRPR | Every month | Not required | Updating the information |
| 2. | Updating data on the Internet platform "Open Dialog. | DICD  Structural units | On a regular basis | Not required | Posting news and answers to questions |
| 3. | Sending reporting information on public services provided, including data on compliance with the procedure and timing of public services | DSRPR | Monthly, quarterly | Not required | Reporting information to the DDAPS Ministry of Justice of the Republic of Kazakhstan according to prescribed forms |
| 4. | Information note on the practice of judicial disputes related to legal protection of IP objects | OLS | Once every six months | Not required | Reporting information  to the management on the results of the half year |
| 5. | Preparation of proposals for the improvement of  Legislation of the Republic of Kazakhstan in the field of IP | OLS | During the year | Not required | Letter to the Ministry of Justice of the Republic of Kazakhstan |
| 6. | Analysis of decisions of expert opinions,  Considered in the Appeals Council | DTAOID | Quarterly | Not required | Information  to the management |
| 7. | Improving the professional competencies of NIIP RSE employees (educational and introductory  internships, educational training programs, distance learning, etc.) | DICD, OHRM  Structural units | During the year | In accordance with the development plan | Management information, staffing records |
| **Direction 2. PROMOTION OF KNOWLEDGE AND LEGAL LITERACY IN THE FIELD OF INTELLECTUAL PROPERTY** | | | | | |
| 8. | Work to promote the products of local producers as a geographical indication  (GI) | DT, GI, AOID | 1st quarter on a separate plan | In accordance with the development plan | Information  to the management |
| 9. | Work on further development of the network of Technology and Innovation Support Centers in Kazakhstan  (TISC) | DICD  Structural units | Throughout the year on a separate plan | Not required | Reporting information |
| 10. | Organization and conduct of the annual contest  "Honored Inventor - 2023". | DICD Competition Commission | 2nd quarter | In accordance with the development plan | Coverage on  information resources |
| 11. | Organization and conduct of training workshops  "Young Inventor's School" in online and offline formats | DICD  Structural units | During the year | In accordance with the development plan | Reporting information,  Information resources coverage |
| 12. | Round tables, meetings, conferences, forums on topical issues of intellectual property | DICD  Structural units | Throughout the year on a separate schedule | In accordance with the development plan | Information resources coverage |
| 13. | Organization of events to commemorate the International Intellectual Property Day | IPRC, DICD  Structural units | April  according to the separate plan | In accordance with the development plan | Information resources coverage |
| 14. | Conducting an essay contest among schoolchildren on the topic: Women and IP: Accelerating Innovation and Creativity | DICD Competition Commission | September | In accordance with the development plan | Coverage on information resources  on social networks |
| 15. | Work within the framework of the EAPO-WIPO project to expand the capabilities of technology parks in the field of commercialization of the results of intellectual activity | IPRC, DICD  Structural units | Throughout the year on a separate plan | Not required | Reporting information |
| 16. | Work to improve GII indicators (implementation of the Roadmap) | IPRC, DICD  Structural units | During the year | Not required | Reporting information |
| 17. | International seminar (training) on the examination of applications for inventions | DIUMBA, IPRC, DICD | During the year in agreement with WIPO | In accordance with the development plan | Information resources coverage |
| 18. | Conducting training events for universities, business centers, start-ups and other interested persons and organizations on  Protection and defense of intellectual property | IPRC Structural units | On a regular basis | Not required | Information resources coverage |
| 19. | Work in social networks to cover the activities of RSE "NIIP" | IPRC, DICD | On a regular basis | In accordance with the development plan | Publications on Instagram, Facebook |
| **Direction 3. IMPLEMENTATION OF THE ROADMAP FOR THE FURTHER DEVELOPMENT OF INTELLECTUAL PROPERTY**  **OF INTELLECTUAL PROPERTY FOR 2022-2024** | | | | | |
| 20. | Workshops on joint inventions, including sponsored and multinational joint inventions  *Stream 1: Stimulating Innovation and Technology Transfer* | IPRC Structural units | During the year | Not required | Reports on conducted events |
| 21. | Increasing public awareness of the protection of intellectual property rights intellectual property  *Stream 2: Strengthening of law enforcement practices in the field of intellectual property* | IPRC Structural units | During the year | Not required | Conducting events and their coverage in the media  and information resources |
| 22. | Development of proposals for the creation of a legal framework for the examination of Eurasian trademarks  *Stream 3: Improvement of the regulatory framework* | OLS  DT, GI, AOID | During the year | Not required | Analytical note |
| 23. | Joint training on improving the use of the Oslo Manual to improve Kazakhstan's position in the GII  *Stream 4: International Cooperation* | IPRC, DICD Structural units | During the year | Not required | Reports on conducted events |
| 24. | Organization and Implementation of the Second WIPO Summer School in Kazakhstan  *Stream 5: Staff Training* | DICD Structural units | During the year in agreement with WIPO | In accordance with the development plan | Reports on conducted training |
| 25. | Organization of special seminars and advanced training courses in the field of intellectual property and patenting for researchers of research institutes, scientists and teachers of universities (jointly with DISS MU RK, IWO) (совместно с  ДИС МЮ РК, МНВО)  *Stream 6: Staff Training* | IPRC Structural units | During the year | In accordance with the development plan | Reports on conducted training |
| 26. | Organization of special courses to improve the skills of judges, law enforcement officials in the protection and defense of intellectual property rights, including on the Internet (jointly с DIPR of the Ministry of Justice of the Republic of Kazakhstan)  *Stream 6: Staff Training* | IPRC | During the year | In accordance with the development plan | Reports on conducted training |
| 27. | Organization and conduct of training of experts in the field of intellectual property and employees of territorial bodies of justice (jointly с DIPR of the Ministry of Justice of the Republic of Kazakhstan)  *Stream 6: Staff Training* | IPRC, in cooperation with the DlPR | During the year | Not required | Reports on conducted training |
| **Direction 4. STRENGTHENING STAFF CAPACITY** | | | | | |
| 28. | Creation of a pool of speakers from among experienced experts to conduct master classes, train new employees of RSE "NIIP" and develop methodological recommendations for expertise and other training activities  events | Production units | 1st quarter | Not required | List |
| 29. | Conducting explanatory work with employees of RSE "NIIP", aimed at combating corruption with the participation of employees of the Agency of the Republic of Kazakhstan on Countering Corruption  (Anti-Corruption Service) | OHRM | During the year | Not required | Information resources coverage |
| 30. | Organization of a seminar with the ethics commissioner of the Ministry of Justice of the Republic of Kazakhstan on  Ensuring compliance with the norms of official ethics and prevention of violations of the law | OHRM | 1 half of the year | Not required | Information resources coverage |
| 31. | Maintaining the rubric "Anti-corruption policy" on the Internet resource of RSE NIIP on anti-corruption and the formation of  anti-corruption culture | OHRM DICD | During the year | Not required | Current information |
| 32. | Events aimed at strengthening  corporate spirit and the promotion of a healthy lifestyle, with the participation of a coach | OHRM Employee representatives | During the year | In accordance with the development plan | Coverage on  information resources |
| 33. | Organization and conduct of creative evenings, events timed to holidays and anniversaries | OHRM Employee representatives Structural Divisions | During the year | In accordance with the development plan | Information resources coverage |

**Accepted abbreviations**

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| **RSE NIIP** | RSE National Institute of Intellectual Property of the Ministry of Justice of the Republic of Kazakhstan» |
| **IP** | Intellectual Property |
| **DIPR** | Department of Intellectual Property Rights |
| **MJ of the RK** | Ministry of Justice of the Republic of Kazakhstan |
| **DDAPS** | Department of digitalization and automation of public services |
| **EPO** | Eurasian Patent Office |
| **WIPO** | World Intellectual Property Organization |
| **DFL** | Department of Finance and Logistics |
| **DTAOID** | Department of Trademarks, Appellations of Origin and Industrial Designs |
| **DIUMBA** | Department of Inventions, Utility Models and Breeding Achievements |
| **DSRPR** | Department of State Registers, Publication and Registration |
| **OHRM** | Office of Human Resources Management |
| **OEPSM** | Office of Expertise and Public Services Monitoring |
| **OLS** | Office of Legal Support |
| **DICD** | Development and International Cooperation Directorate |
| **DPIAES** | Division of Patent Information and Automation of Examination Stages |
| **DCAR** | Division of Correspondence and Archive Records |
| **IPRC** | IPR Center |