

# **Strategic plan of the State Office of Industrial Property for the period 2015 –2017**

## *Introduction*

The State Office of Industrial Property is a administrative organization with the status of an independent state body which is financed from its own revenues, and if additional funds are necessary, also from the budget of the Republic of Macedonia and is an institution responsible for the implementation of the administrative procedures for obtaining and maintaining of industrial property rights, but also has broader competences defined by the Law on Industrial Property (“Official Gazette” No. 21/2009, No. 24/2011, 12/2014 and 41/2014).

The competences of the Office also concern the initiation of ratification of international agreements, monitoring of their implementation, cooperation with international, European and regional intellectual property organizations, cooperation with other entities involved in the system of protection of industrial property rights, promoting of the protection of industrial property and the like. The Office represents the Republic of Macedonia and participates in the work of bodies and committees of the World Intellectual Property Organization - WIPO, the European Patent Office - EPO, and is also involved in the international cooperation within the European Union - the EU, the World Trade Organization - WTO and bilateral free trade agreements.

By means of a Decision by the Government of the Republic of Macedonia, the Office was designated for management of the working group on Chapter 3.7. “Intellectual Property Right” in the preparation of the National Programme for the Adoption of the EU and the preparations for negotiating positions and is an institution carrier for the following Chapters: 3.7.2.-industrial property rights and 3.7.3.-Enforcement.

In that respect, and in order to meet the obligations of membership of the Republic of Macedonia to the EU, a project on “Strengthening the institutional capacity of the State Office of Industrial Property for effective support to the system for the protection and enforcement of industrial property rights” was approved, as provided by Component III, within the project IPA TAIB 2011 Component I - Assistance in transition and institution-building. The Office is in the process of final preparations for

tendering for the project implementation. The project is planned to be implemented in the period 2015-2016 in the duration of 21 months.

In addition, the EU Delegation approved the request of the Office: 2011 PPF TSF, whereby the Office asked for support to the adoption of a 2014 – 2016 Strategy for Industrial Property, but given the lack of rules for FwB for 2013, the Strategy will cover the period 2015-2017. The Office will coordinate the activities for the adoption and implementation of the new “Strategy of Industrial Property 2015 - 2017.” The project on adoption of the strategy is expected to start in late 2014 and early 2015 and be completed in the period of 9 months.

The State Office of Industrial Property is an institution that coordinates the process of strengthening the entire system for development and protection of industrial property rights, and the system of implementing the protection of industrial property rights.

The State Office of Industrial Property faced with the obligations arising from the Law on Industrial Property, and above all obligations of EU integration processes, membership in the World Intellectual Property Organization, the World Trade Organization and participation in the work of the European Patent Organisation, undertakes a succession of activities in order to respond appropriately to the tasks in the area of harmonization of legislation, acceptance of international treaties and conventions, strengthening of the bilateral cooperation, participation in working bodies of the organizations, other than the World Trade Organization, as well as activities for the promotion and encouragement of industrial property.

## **Analysis of the situation and accomplished results in 2013 and assessment of the performance for 2014**

### **A. Analysis of the situation and accomplished results in 2013**

The Office continuously analyses the situation regarding its operation and in the overall area of the protection and enforcement of the protection of industrial property, it determines and identifies the sensitive segments where it should be acted and based thereon proposes measures and actions to strengthen the protection of industrial property rights. The measures and actions to be undertaken in the direction of constant upgrading of the system of protection of industrial property are included in the National

Programme for the Adoption of the Acquis, in the preparation of which the Office actively participated.

The Strategic Plan of the Office is based on the obligations stipulated by the Law on Industrial Property, the analysis of the situation in the area of protection of industrial property, the determined need for constant upgrading of the system of protection and enforcement of the protection, the obligations undertaken by the Stabilisation and Association Agreement and the obligation for contribution to the implementation of the strategic priorities of the Government of the Republic of Macedonia.

By the efficient execution of tasks arising from the Strategic Plan, the Office will contribute to achieving the Government's priorities specifically in the activities for initiation of the negotiations with the EU. The preconditions for opening the negotiation processes in the field of intellectual property will be provided by permanent monitoring of the development of the European Union legislation and harmonization of the national legislation, strengthening the administrative capacity to use the pre-accession instrument of the European Union.

The Office participated in the sessions of the committees of the World Intellectual Property Organization and the Administrative Council of the European Patent Organisation.

In its action, the Office will also contribute to improving the business climate and increasing of domestic and foreign direct investment by encouraging the development of innovation and technology transfer that will be ensured by the guarantee of reliable protection of industrial property rights.

In 2013, the State Office of Industrial Property successfully and effectively implemented the basic competence on implementation of administrative procedures for the acquisition and maintenance of industrial property rights.

In 2013, the total number of patent applications filed is 541 and 378 decisions were adopted for recognition of the patent right.

In 2013, 739 national trademark applications were submitted and 514 foreign trademark applications, as well as 3357 foreign trademark applications under the Madrid Agreement. The number of adopted decisions for protection of industrial property rights for trademarks in 2013 was 840.

In 2013 in the area of protection of industrial design, 34 applications were submitted to the Office and 807 applications through the Hague

Agreement Concerning the International Protection and 845 decisions for granting of the industrial design right were adopted.

However, the activities of the Office in 2013, as well, were much wider than the implementation of the basic legal competence and were aimed at providing an effective system of protection and enforcement of intellectual property rights, as one of the basic criteria that should be fulfilled in the process of accession to the European Union and an obligation arising from the Stabilisation and Association Agreement. Effective protection is a clear signal for building a favourable market environment and attracting foreign investment. In this regard, the Office focuses its activities towards achievement of this goal, especially in the area of creating a legal framework harmonized with the EU legislation.

A law on ratification of the Nairobi Treaty on Olympic symbols was adopted.

The State Office of Industrial Property also played an active role in the area of strengthening the system of protection of industrial property rights.

Continuous training of employees in order to follow the developments in this area, as well as the promotion of industrial property and raising the public awareness of its importance, are only some of the activities of the Office. It also seeks to maintain a high level of technical support as a condition for increasing efficiency and ensuring transparency in operations by providing access to the databases of the Office.

## **B. Analysis of the situation and accomplishment assessment for 2014**

Positive results regarding the implementation of the administrative procedure for the recognition of the rights of industrial property by increasing the number of performed actions in the procedure and increasing of the efficiency of operations by further shortening the time from the submission of the application to the start of the procedure for recognition, are expected. One should keep in mind that under the law there are deadlines that have to be respected, since they arise from the obligation of the right of priority in accordance with international agreements.

The international activities of the Office are related to participation in the sessions of the General Assembly and the committees of the World Intellectual Property Organization, as well as in the bodies of the European Patent Organisation, including participation in the operation of the

Administrative Council, the Committee on Budget and Finance, the Committee for Technical Cooperation and the Committee for Patent Law.

The Office had significant activities in the European integration process, it managed the Working Group on the Chapter “Intellectual Property Right” and actively participates in the preparation, monitoring and implementation of the obligations under the National Programme for the Adoption of the Acquis. The Office prepares materials and participates in the work of the Subcommittee on Internal Market and Competition and the Stabilisation and Association Committee.

The Office provides its administrative capacities and bears the costs incurred for the coordinated actions of CBIP and it reports thereon are submitted to the Government of RM by the President of CBIP.

The State Office of Industrial Property coordinates the activities for the adoption and implementation of a new “Strategy of Industrial Property 2015 - 2017.”

The Office continuously assesses the situation and determines and identifies the sensitive segments that need action and on the basis thereon proposes measures and activities to strengthen the protection of industrial property rights. The measures and actions to be undertaken in the direction of constant upgrading of the system of protection of industrial property are defined in the National Programme for the Adoption of the Acquis, in the preparation of which the Office actively participated.

The Strategic Plan of the Office is based on the obligations stipulated by the Law on Industrial Property, the analysis of the situation in the field of protection of industrial property, the established need for permanent upgrading of the system of protection and enforcement of protection, the obligations undertaken by the Stabilisation and Association Agreement and the obligation for providing contribution to the realization of the strategic priorities of the Government of the Republic of Macedonia.

In 2014, the State Office of Industrial Property, through the IPA structure of the Ministry of Economy submitted to the Central Finance and Contracting Department (CFCD) within the Ministry of Finance the project fiche for the project “Strengthening of the institutional capacity of the State Office of Industrial Property for effective support to the system for the protection and enforcement of industrial property rights” provided with Component III, and within the project IPA TAIB 2011 Component I -

Assistance in transition and institution-building. The project is planned to be implemented in the period 2015-2016 in the duration of 21 months. The project should provide a higher level of preparedness of the country for accession to the EU and increased influence of EU programmes in the country. It is anticipated that following the completion of the project, the institutional and administrative capacity of the State Office of Industrial Property will be strengthened to the extent to provide efficient and quality support to the state institutions and bodies having authorisations in the area of intellectual property right. The project should include contribution of the state in the amount of 5% of the total project value.

In December 2013, the State Office of Industrial Property was informed that the EU Delegation approved the request for the Office 2011 PPF TSF, whereby the Office asked for support to the development of the 2014-2016 Strategy for Industrial Property, but given the lack of rules for FwB for 2013, the Strategy will cover the period from 2015 to 2017. The Office submitted a request for tender to the Central Finance and Contracting Department (CFCD) within the Ministry of Finance. The tender is expected to be published and a contract to be concluded, and the project implementation to commence by the end of 2014 and beginning of 2015. The project will provide a transparent manner to adopt the Strategy for Industrial Property 2015-2017, the Action Plan and the Draft-Budget for individual activities to be implemented within the strategy. The project will be implemented over a period of 9 months. The Strategy will specifically address the following critical areas of the system of industrial property in the country: development of the legal framework for intellectual property; capacity development of relevant offices for rights protection; development of the capacity of institutions for enforcement of industrial property legislation; impact of the rights on business and society. Thus, in these critical areas one should take the following into consideration: the lack of specific capacity of SOIP, especially for service orientation; the national legislation is not fully harmonized with the EU legislation and EU best practices in the field of IP; low public awareness of protection of IP rights and its benefits; lack of tools for the business community to use and exercise IP rights; and the low number of patents arising from university research.

In the current year of 2014, the European Delegation in Skopje, through the Secretariat for European Affairs, the State Office of Industrial

Property submitted two draft ideas for IPA2 projects: Establishing a system for electronic services in the State Office of Industrial Property and Establishing an educational and information centre in the State Office of Industrial Property.

Agreement has been signed between the parties: the European Union, represented by the EU Delegation of the Republic of Macedonia and the EU Delegation to the Republic of Albania, commencing the IPA cross-border programme - Republic of Macedonia and Republic of Albania, 2007-2013, IPA 2009, 2010 and 2011 where the holders are: Economic Chamber of North-West Macedonia and General Directorate of Patents and Trademarks of the Republic of Albania as a second party. The role of the partner of the Economic Chamber of North-West Macedonia was given to the State Office of Industrial Property of the Republic of Macedonia. Overall objective of the project is “Contributing to the increase of competition in cross-border businesses, through promotion and protection of trademarks and patents.”

On June 10, 2014 in Munich, a bilateral agreement on cooperation between the State Office of Industrial Property of the Republic of Macedonia and the European Patent Office was signed. The bilateral cooperation agreement is based on the strategic document for cooperation with member states of the European Patent Organisation for 2012-2015, approved by the Administrative Council decision contained in the document CA/85/11. The cooperation between the two offices will take place and is based on three main pillars relating to: strengthening the capacity of the Office through training, seminars and workshops; raising the level of data exchange between the offices and preparation of materials for training and promotion of patents and innovations. The cooperation of the European Patent Organisation with the member states is implemented by contribution of the states according to the list of contribution coefficients. According to this list the contribution of the Republic of Macedonia is 25% of the amount of all activities envisaged in the Plan of Cooperation.

The State Office of Industrial Property of the Republic of Macedonia submitted a draft-project to the Secretariat for European Affairs for technical assistance from the Kingdom of Norway for establishment of an information system. The project envisages development of a software application for web services and communication of the Office with the stakeholders. The software will contain four applications: communication with holders of industrial property rights and stakeholders; communication

with candidates interested in taking the professional exam for agents in front of SOIP; database of decisions of the Administrative Court concerning the rejected decisions of SOIP in the first degree; and application on the SOIP practice in deciding in procedures for granting a trademark right. The project also provides for the purchase of equipment for the needs of the software. The application should be interoperable with the existing IT infrastructure of the Office. The project is expected to commence by the end of 2014 and beginning of 2015. The term for implementation of the project is 12 months. The project is to be implemented by a grant from the Kingdom of Norway with a contribution of the Office in the amount of 20% of the value of the donation.

In 2014, the State Office of Industrial Property commenced the preparations for the signing of a Memorandum of Cooperation with the Office for Harmonization in the Internal Market (OHIM). This is the first cooperation agreement between the Republic of Macedonia and OHIM. The Agreement is to be signed for 2014/2015 and is aimed at initiation of cooperation in the field of trademarks and industrial designs that are not covered by the bilateral agreement on cooperation with the European Patent Office. The finalization and signing of the Memorandum of Cooperation are projected to occur in late August and early September 2014.

Within the bilateral cooperation of the State Office of Industrial Property with the World Intellectual Property Organization, there was an activity for implementation of the IPAS system. It is expected to be put into operation by the end of September, 2014. In addition, within the bilateral cooperation of the State Office of Industrial Property with the World Intellectual Property Organization, an activity was implemented for digitalisation of the documentation of the Office on patents and trademarks by the system for electronic document management, product of the World Intellectual Property Organization. In the framework of the bilateral cooperation with WIPO, in May 2014 a regional workshop was held in Skopje on the subject: Working together to promote knowledge, transfer and commercialization of intellectual property rights, and also in October 2014 a two-day national seminar on the subject: Building Respect for IP for law enforcement officials should take place.

The State Office of Industrial Property submitted a project for opening an Information Centre with assistance from Norway.



Generally speaking, in the on-going and planned project activities of the State Office of Industrial Property the co-financing model is applied.

*The mission of the State Office of Industrial Property is to provide for the efficient and effective protection of industrial property rights and to raise the level of protection in accordance with the highest international standards, and to actively contribute to the creation of the overall system of protection and enforcement of protection of industrial property rights. The system created in that manner will be a fulfilled requirement for integration into the European structures and a powerful tool for economic, cultural and social development of the country. In order to realize its mission, the Office will provide a coordinated, continuous and efficient upgrading of the legal framework and staff capacity building, it will be an active member in building the country's position in international institutions.*

*The vision of the State Office of Industrial Property is to provide a system of protection in accordance with the international standards and be a powerful tool for encouraging the creative mind activities for the development of the economy, to protect industrial property, thereby equally protecting consumers and authors.*

## **Priorities and priority goals of the Office for 2015**

### **The strategic priorities of the Office shall be directed to:**

1. Increasing the efficiency in the implementation of the administrative procedures for the recognition and protection of intellectual property rights;
2. Creating a system of protection in line with the European and international standards;
3. Strengthening of the cooperation with the industrial and intellectual property offices from other countries;
4. Strengthening of the cooperation in the area of industrial property with the World Intellectual Property Organization and the European Patent Office;
5. Establishing cooperation with the Organization for Harmonization in the Internal Market - OHIM;
6. Integration in the regional and international protection systems;
7. Strengthening the system of intellectual property protection;
8. Further increasing the level of cooperation between the institutions involved in the protection and enforcement of intellectual property rights;

9. Promoting the use of intellectual property as a basis for economic development;
10. Transformation of the State Office of Industrial Property into a service-oriented institution;
11. Strengthening the cooperation between the State Office of Industrial Property and the NGO sector;
12. Improving the internal organization of the Office in order to perform the obligations within the scope of financial matters and internal audit.

**For the achievement of the strategic priorities of the Office, the following priority goals have been defined:**

**1. Creating human and technical assumptions for more efficient implementation of administrative procedures:**

- Effective organization of the existing staff and permanent professional development of employees;
- Maintaining and upgrading the level of technical equipment;
- Introduction of full automation of administrative procedures and operations of the Office;
- Creating conditions for electronic receipt of submissions and establishing a system of electronic services in the State Office of Industrial Property;
- Implementation of the ISO 9001: 2008 quality management system;
- Increasing the number of conducted procedures by 5% per year;
- Reducing the deadlines for action in accordance with the provisions of the Law on Industrial Property;
- Increasing of the cooperation with the association of agents and SPATUM;
- Activities to implement the “2014-2017 Strategy of Industrial Property”;
- Coordination of the activities and operation of the Coordinating Body for Intellectual Property.

**2. Improving the legal framework for the protection of industrial property:**

- Establish level of protection of intellectual, industrial and commercial property, close to the level of protection and enforcement that exists in the European Union;
- Approximation of conducting of administrative procedures to the European standards;
- Introduction of a system of permanent harmonization of national legislation with the new EU regulations;
- Finding solutions for implementation of the Methodology for statistical monitoring and processing of data on measures undertaken to implement intellectual property rights;
- Introduction of more effective measures to implement the protection of industrial property rights.

### **3. Creating conditions for integration into the regional and international systems of protection of industrial property:**

- Implementation of the European Patent Convention;
- Creating human and technical conditions for the use of IPA funds and funds of the European Patent Organisation.

### **4. Providing a coordinated approach to the implementation of the protection of industrial property:**

- Strengthening of the cooperation with other institutions involved in the system of protection, exchange of experiences and information;
- Establishment of database on procedures for violation of industrial property rights;
- Implementation of the 2014-2017 Strategy for Industrial Property.

### **5. Promoting the importance of intellectual property:**

- Engagement of some of the employees or new employees of SOIP in non-administrative tasks, providing information services to the users, their education in the field of protection and enforcement of rights, mediation between the rights holders and the economy and coordinating actions with other government institutions in this area;
- Accessibility of the databases of the Office over the Internet;

- Informing the public on the importance and necessity of protection of industrial property;
- Support in the presentation of the innovative work in the country and abroad.

## **6. Effective internal organization**

The needs of efficient organization of the Office are in accordance with the policy of the Government of the Republic of Macedonia and will be accomplished through the following activities:

- Improving the internal organization in order to increase its effectiveness in the implementation of procedures for the protection of industrial property rights;
- Implementation of activities related to internal audit.

## **C. Activities for implementation of the priorities in 2015**

The implementation of priorities will be accomplished through conducting of several activities.

### **1. Administrative procedure**

The activities related to the implementation of administrative procedures will be aimed at improving the operation, that is effective and efficient execution of activities and tasks in the process of recognition of industrial property rights, and increasing productivity. As a result of this kind of operation, the number of processed applications and other actions in the procedure for recognition and maintenance of rights will increase, which will improve the reputation and will have a positive impact on increasing the interest for the protection of industrial property rights in our country.

- Employment of two civil servants: Head of the Unit of Financial Affairs and Information System Management Advisor in the Department of Publishing and Information Technology;
- Training of employees by involving civil servants in the seminars organized by WIPO, EPO and OHIM;
- Processing of applications for patents (500), trademarks (1400), industrial design (300) and protection of geographical indications;

- Actions in the procedure of recognition and maintenance of rights, including: (TM-15000, 12000 Patents, Industrial Design - 500);
- Preparation and publication of the official journal every two months;
- Searching databases on request by interested parties, issuing certificates, registry documents;
- Actions relating to representation before the Office.

## **2. Enhancing of the legal framework**

For the purpose of continuous providing of information about changes in the global regulations in the field of industrial property, the harmonization of the national legislation with the legislation of the European Union, the European Patent Convention and international agreements, providing effective administrative procedure especially by ensuring a unified practice, providing adequate coverage of certain aspects of the implementation of industrial property rights by other laws and providing adequate legal protection of intellectual property, as a basis for attracting foreign investment, the following activities will be undertaken:

- Implementation of the Law on Industrial Property;
- Following the changes in the international and European legislation and assessing the needs for harmonization of the national legislation with these changes.

## **3. Integration process**

In order to improve the country's position in the international arena, especially in terms of fulfilling the conditions of accession to the European Patent Organisation and fulfilling the commitments undertaken by the membership in WIPO and WTO, as well as in order to strengthen the bilateral cooperation the following activities will be undertaken:

- Training of employees of the Department of European Affairs for the preparation and implementation of IPA projects;
- Training of staff to determine the negotiating positions and negotiate in the process of European integration;
- Planning, coordinating the implementation and monitoring of the NPAA;

- Familiarity with the materials of the European Union bodies and preparation of materials for meetings of working groups, committees and subcommittees;
- Active participation in the work of international and regional institutions, preparation of opinions and comments on papers, participation in meetings.

#### **4. Implementing protection**

In order to raise the level of co-operation between authorities and institutions involved in the system, increase efficiency of protection enforcement; transparency in the implementation of protection and the results of actions undertaken and in order to raise the level of the public awareness of the importance of industrial property rights protection and the consequences of their violation, the following activities are planned:

- Determining the level of communication in the cooperation, signing memoranda;
- Assessing the training needs of staff in other institutions and defining the training system;
- Filling the database with information from the entities involved in the system;
- Organizing trainings in the field of industrial property in the organization of SOIP, WIPO, EPO and OHIM;
- Coordinating activities to prepare the new “2014-2017 Strategy of Industrial Property”
- Providing administrative and technical support to the operation of the Coordinating Body for Intellectual Property.

#### **5. Promotion of Industrial Property**

The need to continually increase the awareness of the importance of intellectual property, broader familiarity with the system of protection of industrial property, presenting and encouraging the inventive effort at home and abroad, are determinations of the Office that will be accomplished through the following activities:

- Access to databases of the Office over the Internet;

- Issuing publications on the importance of intellectual property;
- Awarding the prize- Patent of the year;
- Marking the International Intellectual Property Day (26 April);
- Presenting selected inventions at international exhibitions;
- The successful implementation of these activities will result in increasing the scope of protection of industrial property rights, raising standards in the protection of rights, raising the awareness of the importance of intellectual property and knowledge of the system of protection, increasing the economic impact of application of the innovative creations, especially in meeting the obligations of the European Commission Report to ensure effective implementation of the protection of industrial property rights.

## 5. Efficient internal organization

The needs of an efficient internal organization of the Office shall be accomplished through the following activities:

- Implementation of ISO 9001: 2008 quality management system;
- Implementation of activities related to internal audit;
- implementation of activities related to the public internal financial control.

<b>Programme:</b> Industrial property protection				
<b>Sub-programme:</b>				
<b>Date:</b> Fiscal year 2015				
<b>Objective:</b> Increasing the efficiency in the implementation of administrative procedures for the recognition and protection of industrial property rights				
Activity	Competent	Term and timescales	Necessary resources	Indicator
Processing of applications for patents (500), trademarks (1400), industrial design (300) and protection of geographical indications	Heads of departments	continuously		Monthly, quarterly and annual reports for completed cases
Actions in the	Heads of	continuously		Monthly,

recognition and maintenance of rights procedure (27.500);	departments			quarterly and annual reports for completed cases
Preparation and publication of the Official Journal every two months	Heads of departments, Head of Publishing Unit	Every second month	Data from the departments	Published Official Journal
Searching databases upon the request of interested parties, issuing certificates, registry documents	Heads of departments	continuously	Requests from interested parties	Quarterly and annual reports on implemented activities
Actions relating to representation before the Office	Head of Department for European Affairs, International Cooperation and Legal Affairs	continuously		Quarterly and annual reports on implemented activities

<b>Programme:</b> Industrial property protection				
<b>Sub-programme:</b>				
<b>Date:</b> Fiscal year 2015				
<b>Objective:</b> Improving the legal framework for the protection of industrial property				
<b>Activity</b>	<b>Competent</b>	<b>Term and timescales</b>	<b>Necessary resources</b>	<b>Indicator</b>
Introducing more effective measures to implement the protection of industrial property rights	Working group	continuously	Conducting of regular controls	Reports on implemented activities
Following the changes in the international and European legislation and assessing the needs for harmonization of the national	Head of Department for European Affairs, International Cooperation and Legal Affairs	continuously		Prepared information databases for international regulations



legislation with these changes.				
Achieving economic effects of the development and harmonization of the legal framework for the protection of products with geographical origin	Working group			

<b>Programme:</b> Industrial property protection				
<b>Sub-programme:</b>				
<b>Date:</b> Fiscal year 2015				
<b>Objective:</b> Creating conditions for integration into the regional and international systems of industrial property protection				
Activity	Competent	Term and timescales	Necessary resources	Indicator
Planning, coordinating and monitoring of the implementation of NPAA	Working group, members of SOIP	continuously	Training of the staff to conduct IPA projects and negotiations with the EU	Material-based reports
Activities on the project Strengthening the institutional capacity of the State Office of Industrial Property on Intellectual Property Rights, Component III, within the IPA TAIB 2011 project	Working group	continuously		
Following the materials of the European Union bodies	Working group, members of	continuously	Materials prepared by working	Meeting reports

and the preparation of materials for meetings of working groups, committees and subcommittees	SOIP		group members	
Participation in the work of international and regional institutions, preparation of opinions and comments on papers, participation in meetings	Heads of the Department of Legal Affairs and European Integration and the Patent Department			Material-based and meeting reports
Implementation of the Methodology for statistical monitoring and processing of data for the undertaken measures on enforcement of intellectual property rights				
Activities relating to the submitted draft ideas for IPA 2	Working group	continuously		
Activities related to the submitted project for the opening of an information centre	Working group	continuously		
Activities related to the IPA Cross-border project of the Republic of Macedonia and Republic of Albania	Working group	continuously		
Implementation of activities provided by the bilateral cooperation agreement between the Director of the Office, and the Director of the Department for European and International Cooperation in the EPO		continuously		

Implementation of the activities envisaged in the Memorandum of cooperation with OHIM		continuously		
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<b>Programme:</b> Industrial property protection <b>Sub-programme:</b> <b>Date:</b> Fiscal year 2015 <b>Objective:</b> Providing a coordinated approach to the implementation of industrial property protection				
Activity	Competent	Term and timescales	Necessary resources	Indicator
Filling the database with information from the entities involved in the system	Head of General Affairs Department, IT expert	continuously		Degree of completion of the base
Assessing the training needs of staff in other institutions and defining the training system	Working group	continuously	Providing data from entities	Plan on training needs

<b>Programme:</b> Industrial property protection <b>Sub-programme:</b> <b>Date:</b> Fiscal year 2015 <b>Objective:</b> Promoting the significance of industrial property				
Activity	Competent	Term and timescales	Necessary resources	Indicator
Informing the public about the importance and necessity of protection of industrial property, issuing publications, promotional materials, marking the International	Working group	continuously	Programme on implementation of activities, providing technical and financial support from other institutions	Prepared materials

Day of intellectual property, patent of the year				
Support to the presentation of the innovative work in the country and abroad	Head of Patent Department	continuously	Plan for participation in exhibitions and fairs	Reports of activities performed
Engagement of some of the employees or new employees of SOIP in non-administrative tasks, providing information services to the users, their education in the field of protection and enforcement of rights, mediation between the rights holders and the economy and coordinating actions with other government institutions in this area;		continuously		

<b>Programme:</b> Industrial property protection				
<b>Sub-programme:</b>				
<b>Date:</b> Fiscal year 2015				
<b>Objective:</b> Providing efficient internal organisation				
Activity	Competent	Term and timescales	Necessary resources	Indicator
Employment of two civil servants	Head of General Affairs Department	First half of 2015	Funds provided in the Budget for 2015	Analysis of tasks in departments
Execution of duties within the scope of	Head of Internal Audit Unit	continuously		Report of the tasks performed

the internal audit				in accordance with the Law on Internal Audit
Coordinating activities to implement the 2014-2017 Strategy of Industrial Property	Working group	continuously		Report on implemented activities