

**Government of Pakistan
Ministry of Commerce**

No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 31st March, 2023

CIRCULAR

SUBJECT: - INVITATION FOR REGISTRATION AS MASTER TRAINERS AT INTELLECTUAL PROPERTY TRAINING INSTITUTE

Please find enclosed herewith a copy of self explanatory letter, dated 28th March, 2023 along with enclosure received from Intellectual Property Organization of Pakistan, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s) to HR-I Section, latest by **02-04-2023** positively. Nominations received after the deadline will not be entertained.

Encl: **As Above**


(Muhammad Saulat Ali)
Section Officer (HR-I)

**Database Administrator,
Ministry of Commerce,
Islamabad**



GOVERNMENT OF PAKISTAN

Intellectual Property Organization of Pakistan



Commerce Division

File. No. 03/AD/IPA/2022

Islamabad, the 28th March, 2023

Subject: **INVITATION FOR REGISTRATION AS MASTER TRAINERS AT INTELLECTUAL PROPERTY TRAINING INSTITUTE**

Respected Sir,

The Intellectual Property Organization of Pakistan (IPO-Pakistan) is in the process of establishing a National Intellectual Property Training Institute (IPTI) in Pakistan in collaboration with the World Intellectual Property Organization (WIPO). The IPTI will work as a local training, teaching, and education center in the field of Intellectual Property. However, as the first step, it aims at producing trained Intellectual Property Professionals by offering them capacity-building programs in a hybrid format and upgrading their technical skills to an advanced level in the field of Intellectual Property Rights. These trained professionals will, in the future, serve under the umbrella of IPTI as Master Trainers for further imparting training and awareness sessions to the relevant consumers in the field of Intellectual Property Rights.

2. In this regard, IPO-Pakistan is compiling the data of eligible candidates (prospective Master Trainers) which will be shared with WIPO for their final selection/confirmation. The finally selected candidates will act as Master Trainers for courses offered by the National Intellectual Property Training Institute for a minimum of two years.

3. In view of the foregoing, the Ministry of Commerce is requested to please send nominations of interested and eligible officers that may wish to be trained as Master Trainers and serve as Master Trainers at the IPTI for two years. The deadline for registration is 3rd April 2023. The Advertisement along with the registration form is attached.

Encl: (As above)

(Altizaz Khan)
Assistant Director (IPA)

Muhammad Sadiq Ali
Section Officer (HR-I)
Ministry of Commerce



WE ARE LOOKING FOR

FUTURE

MASTER TRAINERS
FOR
INTELLECTUAL
PROPERTY RIGHTS



MAIN RESPONSIBILITIES:

- a) Define, update and revise programs, including content, material and bibliographies.
- b) Prepare and deliver training activities and relevant training material, including presentations, exercises, exams, evaluation questionnaires, and tutorial assistance;
- c) Assess the training programs and evaluate participants in the training programs offered by the Centre; and
- d) Provide detailed and documented reports on training programs and training activities held by the MTs.

IP PROFESSIONALS WITH:

- a) Minimum of a Master degree from a recognized university in an area related to IP.
- b) A first-level university degree in combination with three additional years of related IP experience may be accepted in lieu of the advanced university degree;
- c) Working level English language skills in order to be able to follow lectures and read recommended bibliography;
- d) Commitment to ensure their full attendance at four training modules spread over a two-year period. Each training module lasts up to one week and involves around 40 hours per week of training. Two modules will be delivered per year.
- e) Certificates to participants as trainers will only be issued to those participants achieving the necessary pass mark and attendance;
- f) Commitment to apply the knowledge acquired in the training program by ensuring availability to act as trainers for courses offered by the National IP Training Centre for a minimum of two years after the completion of the training.

Send us your resumes on the prescribed registration form, in soft form to the following email addresses: altaz.khan@ipo.gov.pk | owais@hassanshaikh.pk | farjaved@oulook.com

Deadline to Apply: 3rd April, 2023



REGISTRATION FORM FOR TRAINERS
(APPLICANTS WILL BE NOTIFIED OF THEIR ACCEPTANCE BY THE DIRECTOR OF THE NATIONAL IP TRAINING CENTRE AND SUBJECT TO CONFIRMATION BY WIPO)

Please type and complete as accurately as possible.

1. Personal Details

Family Name: _____ First Name: _____

Place of Birth: _____ Date of Birth (DD/MM/YY): _____

Nationality: _____ Gender: _____

Telephone: _____ E-mail: _____

Permanent Address: _____

Correspondence Address: _____

2. Education (only include degrees or diplomas awarded at graduate or postgraduate level)

Type: _____ Subject Area: _____

Degree Awarded: _____

Attended (DD/MM/YYYY), from: _____ to: _____

Institution Name: _____

City: _____ Country: _____

5. Current Professional/Academic Experience

Type: _____ Subject Area: _____

Position Title: _____

From (DD/MM/YYYY): _____ To (DD/MM/YYYY): _____

Organization Name: _____

Organization Address: _____

Description of Duties: _____

6. Previous Relevant Experience

Type: _____ Subject Area: _____

Position Title: _____

From (DD/MM/YYYY): _____ To (DD/MM/YYYY): _____

Organization Name: _____

Organization Address: _____

Description of Duties: _____

I have read and agree with the terms specified in the WIPO General Guidelines for National Intellectual Property Academies: Proposal of Training of Trainers

Place and date: Signature of applicant: