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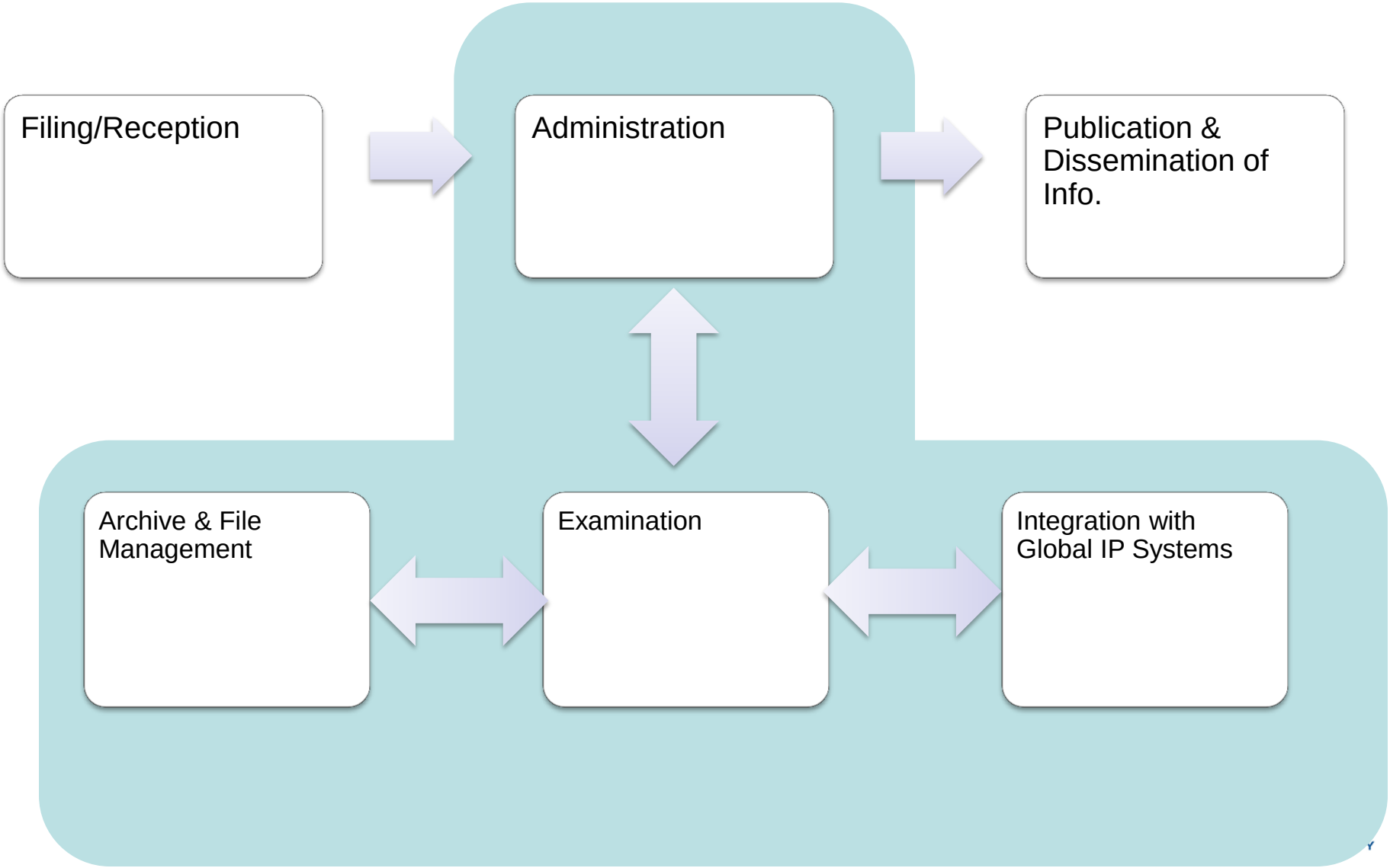
WIPO Roundtable on Technical Assistance and Capacity Building

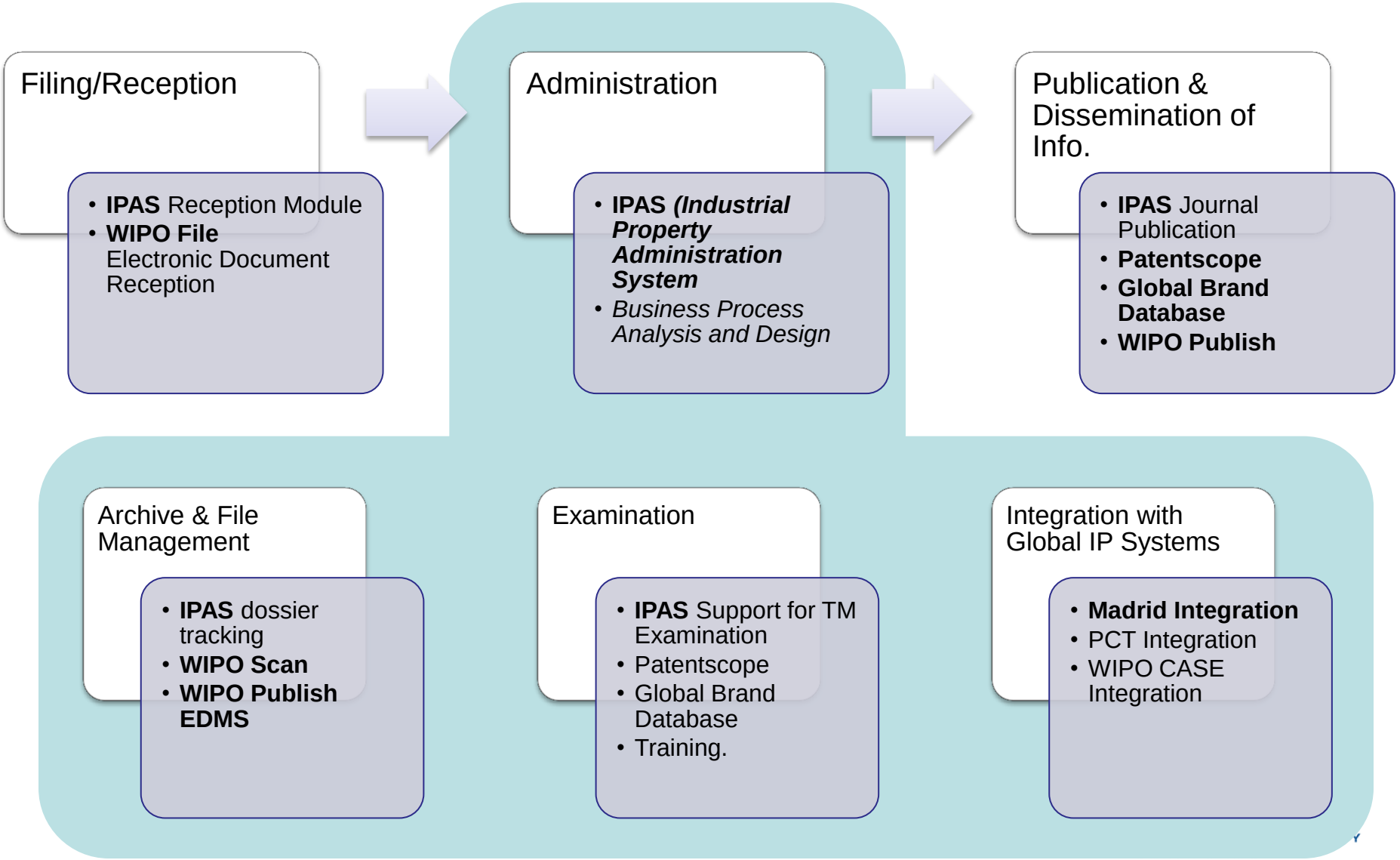
Needs Assessment in Program 15 – Business Solutions for IP Offices

Geneva, May 12, 2017

IP Offices – the Context



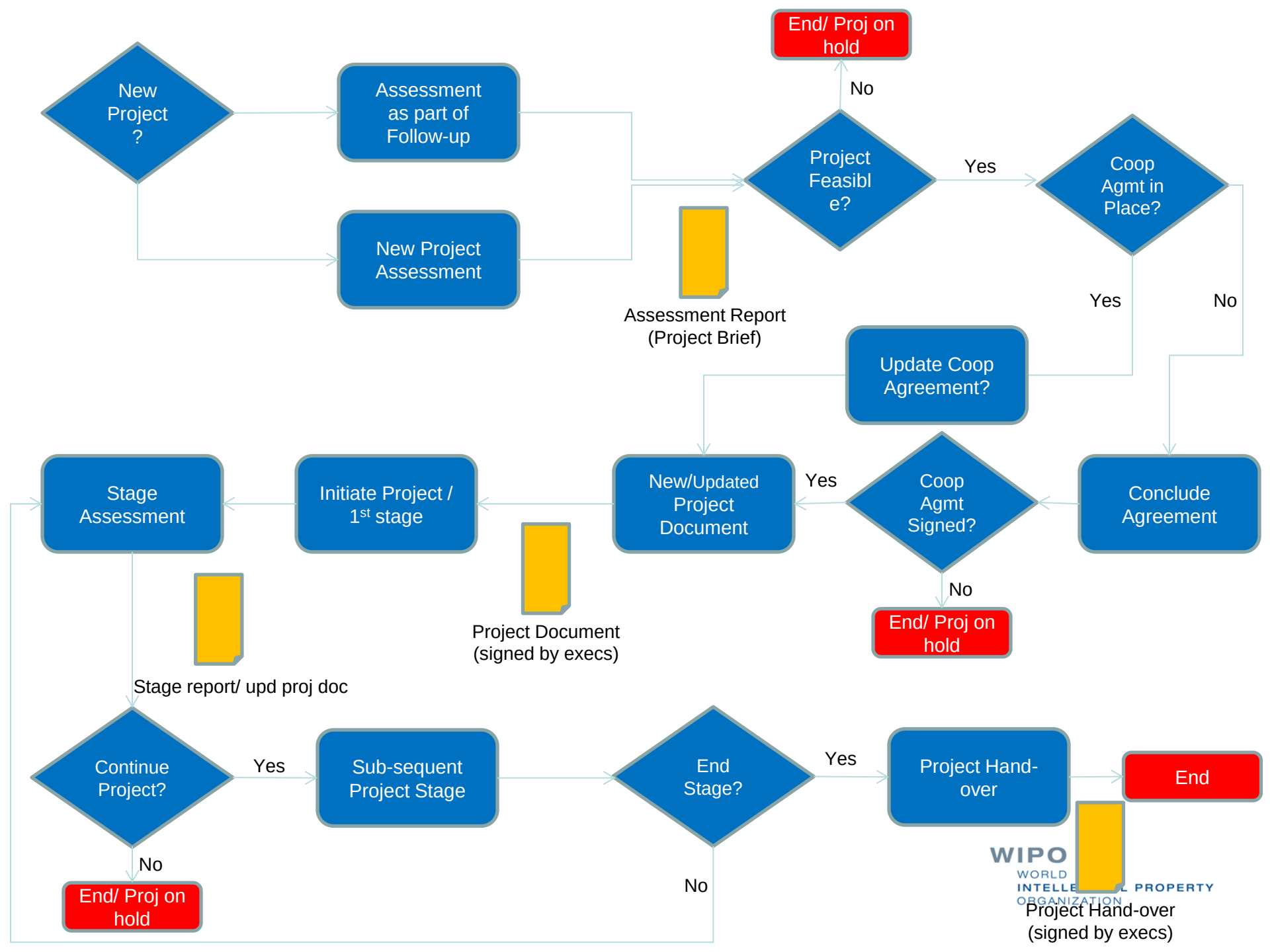
WIPO‘s Support for IP Office Business Processes



Challenges / Context

- Projects are collaborative and require commitment of skills and resources from WIPO and the IP office.
- Projects are complex, risky and resource-intensive.
- The relationship is ongoing – projects transition into long-term support.

- Emphasis on building capacity and training local IP office staff.
- Formalized Cooperation Agreement, project plans and work plans.


New Project ?
Assessment as part of Follow-up
New Project Assessment
Assessment Report (Project Brief)
Project Feasibl e?
No
End/ Proj on hold
Yes
Coop Agmt in Place?
Yes
No
Update Coop Agreement?
Conclude Agreement
Coop Agmt Signed?
No
End/ Proj on hold
Yes
New/Updated Project Document
Project Document (signed by execs)
Initiate Project / 1st stage
Stage Assessment
Stage report/ upd proj doc
Continue Project?
No
End/ Proj on hold
Yes
Sub-sequent Project Stage
End Stage?
No
Yes
Project Hand-over
End
Project Hand-over (signed by execs)

Assessment Phase

1. Demand and Feasibility
   - *Assess demand and needs (often before a formal request is made)*
   - *Assess fundamental prerequisites*
   - *Assess resources and constraints*
   - *Outline strategies and approach*

2. Cooperation Agreement
   - *Commitment of both parties*
   - *Agreement on terms and conditions*

3. Project Initiation
   - *Project Document – resource needs, roles & responsibilities, high-level plan, cost estimates, technical approach, etc.*

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