

Process Management

Attachment 3 - Stakeholders

Attachment 4 - Systems involved

Attachment 5 - Projects in progress

Attachment 3 – Stakeholders

In order to have a complete view of the macroprocesses during the mapping phase, the focal points identified the involved stakeholders, which are listed in this annex.

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1.8 LOGISTICS AND INFRASTRUCTURE MANAGEMENT

INTERNAL

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EXTERNAL

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Attachment 4 – Systems involved

This annex refers to the systems used for the development of the activities in each macroprocess

2.1 NATIONAL PATENTS

- Systems used internally
 - SINPI - Integrated Industrial Property System
 - GeraDoc - Document Generation System
 - Databases
 - SisBioList - Biological Sequence Listing System whose purpose is to allow the filing of biological sequence lists from biotechnological patent applications so that they can be examined by the researchers in the Patent Board.
 - PAG - General Automated Filing
 - SISGD - Performance bonus system for career progression and promotion purposes
 - SISCAP - Patent production registration system
 - BuscaWeb - Search engine for bibliographic data of processes and orders published weekly on *RPI* (Industrial Property Journal)
 - Imagens – Search for priors engine
 - e-Ouvidoria - Ombudsman system
- Systems employed by users
 - BuscaWeb - Search engine for bibliographic data of processes and orders published weekly on Industrial Property Journal (*RPI*)
 - GRU- e-INPI System: Online platform for the generation of the Federal Revenue collection slip
 - Electronic Requests - System for filing electronic registration forms for requests and petitions
 - SisBioList- Biological Sequence Listing System whose purpose is to allow the filing of biological sequence lists from biotechnological patent applications so that they can be examined by the researchers in the Patent Board.
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.
 - e-Ouvidoria - Ombudsman system
- Outsourced systems
 - SIOP - Integrated Planning and Budgeting System
 - SAPIENS - Electronic Document Management System
 - SEI - Electronic Information System
 - SIAPE - Integrated People Management System

2.2 INTERNATIONAL PATENTS

- Systems used internally
 - SISCAP - Patent production registration system
 - PAG - General Automated Filing
 - SINPI - Integrated Industrial Property System
 - GeraDoc - Document Generation System
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.

- Systems used by applicants:
 - e-PCT - WIPO international patent system
 - GRU- e-INPI System: Online platform for the generation of the Federal Revenue collection slip
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.
 - DAS - PCT internal system

- External systems used by INPI:
 - SEI - Electronic Information System

- Systems used in ISA and IPEA examinations:
 - Electronic Databases
 - Epodoc
 - Dialog
 - Espacenet
 - Medline
 - Derwent
 - Innovation Index
 - Patent Databases BR, US, JP, EP
 - Google Patents
 - Science Direct
 - Capes Journals

2.3 TRADE MARKS

- Systems used internally
 - MarcasData – Weekly monitoring of individual productivity
 - IPAS - Industrial Property Automation System
 - PAG - General Automated Filing
 - Translation Manager
 - MOP- Madrid Office Portal

- Systems employed by users
 - GRU- e-INPI System: Online platform for the generation of the Federal Revenue collection slip
 - Buscaweb - Search engine for bibliographic data of processes and orders published weekly on Industrial Property Journal
 - e-Marcas - Electronic system for filing Trade Marks requests and petitions
 - Madrid Monitor
 - Global Trade Marks Database
 - WIPO Simulator
 - MGS- Madrid Goods and Services
 - Contact Madrid
 - IPAS - Industrial Property Automation System

2.4 INDUSTRIAL DESIGN

- Systems employed by users
 - GRU- e-INPI System: Online platform for the generation of the Federal Revenue collection slip
 - Electronic Petitioning: Online platform for submitting requests and petitions to INPI
 - BuscaWeb: Search engine for bibliographic data of processes and orders published weekly on *RPI* (Industrial Property Journal).
 - RPI: Official publication of INPI allowing users to keep track of processes

- Systems used internally
 - PAG - General Automated Filing
 - Excel - Electronic spreadsheet to control what is filed at ID.
 - Visualizador: Application (client - server) for checking user's filing receipts (PDF)
 - SINPI - Integrated Industrial Property System
 - Images - Online platform for uploading examination forms, publication slips, and examination opinions
 - MarcasData - Weekly monitoring of individual productivity
 - SEI - Electronic Information System
 - SAPIENS - Electronic document manager
 - MarcasDoc - Trade Marks Handbook
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.
 - e-Ouvidoria - Ombudsman system
 - e-Assinador – e-signature system for signing contracts remotely
 - Use of software (Word PDF, among others, to produce and sign merit examination feedback).
 - BuscaWeb - Search engine for bibliographic data of processes and orders published weekly on *RPI* Industrial Property Journal
 - WIPO Design Database: Database available on the WIPO website
 - PDF generator: Software for handling PDF files.

2.5 HUMAN RESOURCES MANAGEMENT

- Government systems
 - SIAPE Data Extractor
 - SIAFI - Federal Government Integrated Financial Administration System
 - e-Pessoal (TCU - Federal Audit Court) - System for monitoring actions related to personnel
 - Sigepe Legis- Integrated Public Administration System- Legislation
 - SIAPE- Integrated People Management System
 - Sigepe AFD - Integrated Public Administration System – Digital Assignment of Civil Servants
 - SIPEC Portal - Federal Administration's Civil Personnel System
 - Sucupira Platform (CAPES Coordination for the Improvement of Higher Education Personnel)
 - DW - Government Procurement System
 - SCDP – System for granting conveyance charges and daily allowances
 - e-SIAPE - Integrated People Management System
 - SIAPENet - System that provides online access to information stored in the SIAPE databases
 - SIASS Platform - Integrated Subsystem for Civil Servant Health Care
 - SIGAC - Access Management System
 - SIGEPE - Integrated Public Administration System
 - SEI - Electronic Information System
 - Sigepe Gestor - Integrated Public Administration System - Mobile application

- Internal systems
 - SISGD- Performance Bonus System for career progression and promotion purposes
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.

2.6 INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT

- Main INPI systems maintained by CGTI:
 - PAG - General Automated Filing
 - BuscaWeb - Search engine for bibliographic data of processes and orders published weekly on *RPI* Industrial Property Journal
 - Electronic Petitioning - Online platform for submitting requests and petitions to INPI
 - e-Marcas - Electronic system for filing Trade Marks requests and petitions
 - e-Contratos - System for filing electronic registration and petition forms
 - Push - System that provides citizen with e-mail messages on their process updates
 - SINPI-Patentes - Integrated System of Industrial Property Patents
 - SINPI-DI - Integrated System of Industrial Property - Industrial Designs
 - SINPI - Integrated System of Industrial Property
 - SISCON - Agreements Management System
 - SISCAP - Patent production registration system
 - PAG - General Automated Filing
 - Images - Search for priors engine
 - MarcasData - Weekly monitoring of individual productivity
 - SISGD - Performance Bonus System for career progression and promotion purposes
 - Geradoc - Document Generation System
 - Sisbiolist - Biological Sequence Listing System whose purpose is to allow the filing of biological sequence lists from biotechnological patent applications so that they can be examined by the researchers in the Patent Board.

- Internal Tools (COSIS System Coordination Office):
 - Redmine
 - Jenkins
 - Sonar
 - Nexus
 - Artifacts
 - Git

- Internal Tools (COINF Information technology Coordination Office):

- OTRS
 - Zabbix
 - VAULT
 - INPI Drive
 - Wiki
 - e-pesquisa – e-research
-
- Outsourced systems:
 - IPAS - Industrial Property Automation System

2.7 BUDGET, FINANCIAL AND ACCOUNTING MANAGEMENT

- Systems used internally
 - SIC - Integrated Commercial System
 - SIAFI - Federal Government Integrated Financial Administration System
 - Managerial Treasury
 - SIOP - Integrated Planning and Budgeting System
 - SEI - Electronic Information System
 - PAG - General Automated Filing
 - SCDP - System for granting conveyance charges and daily allowances
 - New CPR - Accounts Payable and Receivable System
 - SIASG - Integrated System for General Services Management
 - SINPI - Integrated Industrial Property System
 - COMPRASNET- Federal Government Purchasing Portal
 - SICAF - Unified Supplier Registration System
 - Fale Conosco – With Contact Us, issues related to INPI systems are forwarded from external users to INPI.
 - e-Ouvidoria - Ombudsman system
 - e-SIC- Electronic Citizen Information Service
 - SCP - Federal Government Payment Card System
 - Banco do Brasil systems
 - *Banco do Brasil* self-service

2.8 LOGISTICS AND INFRASTRUCTURE MANAGEMENT

- Federal Government systems
 - SEI-Electronic Information System
 - SIASG - Integrated System for General Services Management
 - SIAFI - Federal Government Integrated Financial Administration System
 - Federal Government Price List
 - SIsPES – Sustainability System for Federal Government Facilities
 - Online Information Panel on Administrative Costing
 - PGC - System for Recruitment Planning and Management
 - Online Information Panel on Traveling
 - CATMAT / CATSER- SIASG Materials and Services Catalog
 - SCP- Federal Government Payment Card System
 - SCDP - System for granting conveyance charges and daily allowances
 - Federal Government Procurement Panel
 - SPIUnet - Federal Heritage System

- Systems and tools of companies hired by INPI
 - CAD software
 - Engeman - Building Maintenance Management System at the headquarters
 - Avaya System Manager - Telephone service management platform
 - Avaya Equinox - Videoconferencing management platform
 - MCFfile - Management system used in the contract with Comercial Milano (custody of documents)

- INPI systems
 - PAG - General Automated Filing
 - SINPI - Integrated Industrial Property System
 - SIGINPI - INPI Integrated Management System

Attachment 5 – Projects in progress

Projects that have an impact in the development of the macroprocesses were identified by each of the focal points, and are reflected in this annex.

3.1 NATIONAL PATENTS

- Intelligent System for the State Machine
- Examination load distribution: Defines the patent application work demand/ man x hour
- Use of Searches (CAS): automation of patent search
- Winding-up proceedings (backlog)
- Revision of Examination Guidelines
- System for reviewing the quality of exams (with CQUAL)
- Plan to Combat Backlog
- Adherence to WIPO standards
- Search Outsourcing (specifically search for priors) Beginning in September-2020
- Priority Exam Programs
- INPI Business (Studies)

3.2 INTERNATIONAL PATENTS

- RO/BR Depositor's Guide and RO FAQ under review
- Elaboration of the procedure for defining the quality requirements for the inspection of ISA and IPEA sampling
- New system under development that will be used instead of SISCAP
- RO Risk Matrix approved in 2020
- The ISA and IPEA Risk Matrix began to be elaborated in May/2020
- Preparation of the procedure for reviewing research reports with only "A" documents
- Preparation of the online course PCT Research and Examination Guidelines for examiners
- Change ISA/IPEA forms to the XML standard, following international references
- ISA Work Instructions already prepared and approved by the Area of Coordination
- Rewriting RO Work Instructions to suit the new model proposed by CQUAL
- IPEA Work Instructions already prepared and being approved by the Coordination Unit

3.3 TRADE MARKS

- Improved integration between DIRMA servers
- Review Exam Quality
- Relationship with the Client
- Individual examination assessment considering quality criteria
- Internal Communication Management
- Sectorial Management System per Process
- Consolidation of the sectorial planning process (to start in August 2020)
- Improvement of the Organizational Performance Assessment process at DIRMA (beginning in August 2020)
- Management of internal selections, mobility and individual performance evaluation
- Programs at DIRMA that generate structural changes in the development of the servers' work:
 - Structuring the operation of the Madrid Protocol
 - Migration to the Co-Ownership system on the national route
 - Migration to Multiclass system on the national route

3.4 INDUSTRIAL DESIGN

- Waiting to start:
 - IPAS for Industrial Design (partnership with WIPO).
 - Data cleaning scheduled for the first quarter of 2021.
- In analysis:
 - Online Process View (PI Digital).
 - Application for users to monitor processes, including notifications
 - 2nd edition of the Industrial Design Manual. Updates and addresses missing procedures in the 1st edition
 - Semi-Presential Work Program
 - Accession to the Hague Protocol
- In progress:
 - Novo Imagens: automatic production of brochures and certificates.
 - WIPO-DAS: official copy made available by a fully online system, provided by WIPO
 - Remote Work Program
 - Industrial Design Exam Quality Management System
 - State Machine - controls demands arising from PAG.
 - Hiring a company to search for Industrial Designs and Trade Marks to reduce the examination time for merit in ID (Currently in conversation with the company that owns the technology, for budget proposal)

3.5 HUMAN RESOURCES MANAGEMENT

- Projects foreseen in the 2020 Action Plan
 - Manager Development Program (PDG)
 - Technical Development Program (PDTEC)
 - Language Program
 - Performance Coaching Program
 - People Development Plan (PDP)
 - Improvement of the Individual Performance Management Model
 - Expansion of the Implementation of New Work Management Modalities
 - Implementation of Electronic Frequency Control
 - Improvement of the Quality of Life Program
 - Implementation of Work Environment Research
 - External Transfer of Civil Servants and Employees to INPI
 - Temporary Hiring of Retired Civil Servants

- Internal Projects
 - Review of the indicators with the General Coordinator and CGRH working group
 - Video tutorials available on the intranet
 - Language Program Implementation (for reimbursement)
 - Letter of services to the Civil Servant
 - Improvement of the intranet HR page
 - Review of the Performance Evaluation System

- External project
 - Document standardization system

3.6 INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT

- COSIS
 - Containerization Deployment
 - System Architecture Update
 - Continuous Integration and Delivery Model
 - Implementing ALM Tool
 - New Internal Administrative System
 - Hire new Software Factory
 - Document management
 - New Administrative System for DIRPA
 - Adoption of ST.26 Standard
 - Pilot Project for Outsourcing Patent Search
 - Harmonization of the distribution of Patent Production by Technology Area
 - IP showcase
 - Madrid Protocol
 - Implementation of the Procedure for Trade Marks Registration/Order Division
 - Implementation of the Quality Management Module
 - National Directory for Combating Trade Marks Counterfeiting

- Multiclass + Co-ownership
 - Pilot Project for the Adoption of the Position Mark in Brazil
 - Digital IP
 - Data Availability on the Open Data Platform
 - Gov Pay
 - Login Único
 - Conecta Gov
 - New Electronic GI Forms
 - Generate process number: Certificate, consultation and compulsory license.
 - Tool available for analyzing the situation of industrial property rights
- COINF and COSIS
 - Replacement of external application balancers
 - Implementation of Application Monitoring
 - Specialized Technical Support - Gartner
 - Prosperity Fund Phase 3
 - Provide new SEI environment
 - SEI (Bus + Statistics + Petitioning)
 - Adapt current ICT infrastructure/system to LGPD
 - PDTIC Review
 - ABDI Cooperation Agreement
 - Integrity Plan
 - Risk Management Action Plan
- COINF
 - Hire Technical Services Specialized in Support/Operation of ICT Infrastructure
 - Acquisition of SAN Switches
 - Hire support and maintenance of Blade G9 servers
 - Acquire and deploy a tool to audit access to servers and files
 - Acquire digital certificates
 - Purchase vulnerability analysis tool subscription
 - Expansion of disk backup space
 - Hire a new company specializing in print outsourcing services
 - Purchase new Unified Threat Management Solution (UTM)
 - Unified Communication
 - Provide and support Remote Work environment for all INPI
 - Update ICT and SIC standards
 - Elaborate ICT and SIC standards to adapt to LGPD
 - Deployment of VDI solution
 - Provide a sharing tool to block desktops' USB ports (INPI Drive)
 - Evolving internet access to AS (Autonomous System)
 - Deploy IPv6
 - Renew ICT contracts
 - Acquire software for project management - Areas of focus: DIGEP and CGTI
 - Adapt Virtual Environment-Areas of focus: COINF and COSIS
 - Organize Oracle environment- Areas of focus: COINF and COSIS

3.7 BUDGET, FINANCIAL AND ACCOUNTING MANAGEMENT

- Participation in INPI's task force / Quarterly review of the action plan and prioritization of commitment (Ordinance 145)
- Risk treatment (CQUAL)
- Remote work
- WIPO exchange simplification proposal
- TransformaGov (includes Rede Mais Brasil)
- Document Standardization System (CQUAL)
- Prosperity Fund Phase III
- IP Digital
- Regulatory review (FT 126)

3.8 LOGISTICS AND INFRASTRUCTURE MANAGEMENT

- Implementation of the unified communication system (AVAYA) - In progress
- Implementation of a new document management model (large-scale digitization); - Contract is expected to be signed by the end of 2020
- Implementation of a new labor outsourcing model - implementation is pending
- Improvement of the Ed. Mayrink Veiga 9 facilities;
- Implementation of the consultative engineering model - In the planning phase/model by product
- Improvement of the management of movable and immovable assets (sector manager; manual, undo policy, annual contracting plan; sale of real estate);
- Implementation of SIADS (Warehouse and Heritage System)
- Disposal commission (classification of physical assets: referring to museums for example.)
- Risk Management Action Plan
- TransformaGov
- Document Standardization System
- Task Force 126 (normative review)

