



PERFORMANCE AGREEMENT

BETWEEN

Secretary and Director General

**DEPARTMENT OF INTELLECTUAL PROPERTY
MINISTRY OF ECONOMIC AFFAIRS**

(July 1, 2019 – June 30, 2020)

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Preamble

The Performance Agreement is entered into between the Secretary and Director General, Department Of Intellectual Property.

The objectives of this Performance Agreement are:

a) To establish clarity and consensus about annual priorities for the Department Of Intellectual Property consistent with the 11th Five Year Plan of the Ministry, and Government's other priorities;

b) To provide an objective and fair basis for evaluating the overall performance of the Department Of Intellectual Property at the end of the financial year

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

THEREFORE, the parties hereto agree as follows:

Section 1: Vision, Mission and Objectives

Vision

Mission

Objectives

- 1) Ease of Doing Business and enabling environment for economic activities improved
- 2) Non-Hydro revenue and GDP over plan period increased
- 3) To institutionalize and strengthen Government Performance Management System
- 4) To ensure full utilization of Budget
- 5) Transparent, accountable & integrity consciousness and culture strengthened

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
Ease of Doing Business and enabling environment for economic activities improved	80	Register Intellectual Property (IP)	Trademark applications processed	Percent	4	100	95	90	85	80
			Patent applications processed	Percent	4	100	95	90	85	80
			Copyright applications processed	Percent	4	100	95	90	85	80
			Industrial Design applications processed	Percent	4	100	95	90	85	80
	Submit the draft Industrial Property Bill to the Cabinet	Timeline by which the draft Industrial Property Bill is submitted to the Cabinet	Date	3	05/20/2020	05/31/2020	06/10/2020	06/20/2020	06/30/2020	
	Organize annual National Trademark Competition Award	Annual National Trademark Competition Award organized	Status of Work	4	Award function organized	Selection of the Award winners finalized	Opening and Evaluation of the applications completed	Compilation of applications completed	Trade mark Competition Award advertised	
	Submit the draft Copyright Bill to the Cabinet	Timeline by which the draft Copyright Bill is submitted to the Cabinet	Date	3	05/20/2020	05/31/2020	06/10/2020	06/20/2020	06/30/2020	

Ease of Doing Business and enabling environment for economic activities improved	80	Conduct Final National Interest Analysis (FNIA) to join the Hague Agreement	The FNIA to join the Hague Agreement completed	Status of Work	4	FNIA report finalized as per RoP for submission to the Cabinet	An Action Plan to fulfill treaty obligations prepared, financial cost to enter the treaty developed and the need for treaty implementation on legislation studied	The financial cost to enter the treaty developed and the need for treaty implementation legislation studied	The need for treaty implementation legislation studied	-
		Conduct Final National Interest Analysis (FNIA) to join the Patent Cooperation Treaty (PCT)	The FNIA to join the PCT completed	Status of Work	4	FNIA report finalized as per RoP for submission to the Cabinet	An Action Plan to fulfill treaty obligations prepared, financial cost to enter the treaty developed and the need for treaty implementation on legislation studied	The financial cost to enter the treaty developed and the need for treaty implementation legislation studied	The need for treaty implementation legislation studied	-

Ease of Doing Business and enabling environment for economic activities improved	80	Conduct Final National Interest Analysis (FNIA) to join the WIPO Internet Treaties (WIPO Copyright Treaty (WCT) and WIPO Phonogram and Performance Treaty (WPPT) to the Cabinet	The FNIA to join the WIPO Internet Treaties (WCT and WPPT) completed	Status of Work	4	FNIA report finalized as per RoP for submission to the Cabinet	An Action Plan to fulfill treaty obligations prepared, financial cost to enter the treaty developed and the need for treaty implementation legislation studied	The financial cost to enter the treaty developed and the need for treaty implementation legislation studied	The need for treaty implementation legislation studied	-
		Conduct awareness programs	Awareness programs on IP conducted	Number	4	5	4	3	2	1
		Publish Annual Magazine	Annual Magazine published	Status of Work	4	Magazine published	Magazine finalized	Draft completed	Inputs from the in-house meetings incorporated	In-house meetings/discussions conducted

Ease of Doing Business and enabling environment for economic activities improved	80	Celebrate World IP Day	World Intellectual Property Day celebrated	Status of Work	4	World Intellectual Property Day celebrated	Necessary preparatory works for the celebration completed	Necessary preparatory works for the celebration started	Approval for the celebration obtained	In-house discussion for the celebration conducted
		Adjudicate Trademark Opposition cases	No. of Trademark opposition cases adjudicated	Number	4	3	2	-	-	1
		Prepare ground works to set up the Collective Management Organizations (CMOs)	The ground works for establishing the CMOs prepared	Status of Work	3	The ground works prepared	Relevant documents drafted	In-house review of the compiled documents conducted	Documents compiled	Other CMO documents consulted

Ease of Doing Business and enabling environment for economic activities improved	80	Finalize the draft Strategies/Action Plans/Activities for implementation of the National IP Policy and submitted for Ministry's approval	The strategies and action plans for the implementation of National IP Policy finalized	Status of Work	3	Finalized strategies and action plans submitted to Ministry for approval	Inputs from national stakeholders and WIPO compiled and draft strategies and action plan finalized	Consultation meetings with national stakeholders conducted. Bilateral meetings and consultations with WIPO experts conducted (Face to face or through emails)	In-house review of the draft strategies (consultant's version) completed	In-house review of the draft strategies started (consultant's version)
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Ease of Doing Business and enabling environment for economic activities improved	80	Build capacity of the Brands and Designs Sector	Capacity building of the HUB for EIE Brands and Designs Project conducted	Status of Work	4	Training conducted	Necessary logistics arrangement completed	The stakeholder list and the program finalized. Necessary administrative approvals sought.	Identify stakeholders, draft training programs prepared and transmitted to WIPO for review	Communication with WIPO officials on the training carried out
		Enhance capacity of Technology & Innovation Support Centers	Capacity building of the TISC in collaboration with WIPO conducted	Status of Work	4	Training conducted for the TISCs and potential stakeholders	Prepared for training of the TISCs and communicated to relevant TISC officials on enrollment to Distance Learning Courses	Knowledge exchanged on searching technique and communicated with TISCs on the related issues and resolved them	Communication with TISCs on searching technique and other related issues undertaken	Preliminary discussions with WIPO and TISCs carried out

Ease of Doing Business and enabling environment for economic activities improved	80	Organize a Sub-regional Workshop on Copyright	A Sub-regional Workshop on Copyright organized	Status of Work	4	Workshop organized	Necessary logistic arrangement completed	The draft logistic arrangement discussed and finalized	The draft logistic arrangement prepared	Necessary approvals sought
		Organize a National Seminar on the Copyright	A National Seminar on the Copyright organized	Status of Work	4	Seminar organized	Necessary logistics arrangement completed	Draft logistic arrangement discussed and finalized	Draft logistic arrangement prepared	Necessary approvals sought
		Finalize and adopt the revised Voluntary Deposit and Registration System	The existing Voluntary Deposit and Registration system revised and adopted	Status of Work	4	The finalized revised guideline, forms and schedule of fees adopted	Draft revised guideline, forms and schedule of fees finalized	Draft revised guidelines, forms and schedule of fees prepared	Inputs from the in-house meetings incorporated	In-house meetings/discussion conducted
Non-Hydro revenue and GDP over plan period increased	5	Revenue from Intellectual Property Registration Services	Revenue from Intellectual Property registration services generated	Nu. (Million)	5	10	9	8	7	Less than 7

To institutionalize and strengthen Government Performance Management System	5	Strengthen APA Implementation	Timely submission of APA implementation updates	Status of Work	5	On the deadline communicated by GPMD	-	-	-	-
To ensure full utilization of Budget	5	Ensure Annual Budget Utilization	Percentage of annual budget utilization	Percent	5	>94%	90-94%	85-89%	80-84%	<70
Transparent, accountable & integrity consciousness and culture strengthened	5	Enhance integrity system by implementing OIP	Integrity score improved	Percent	5	50% of OIP Implemented	40% of OIP Implemented	30% of OIP Implemented	20% of OIP Implemented	<20% of OIP Implemented

Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
Ease of Doing Business and enabling environment for economic activities improved	Celebrate World IP Day	World Intellectual Property Day celebrated	Status of Work	Celebrate World Intellectual Property Day	Celebrate World Intellectual Property Day	Celebrate World Intellectual Property Day	Celebrate World Intellectual Property Day	Celebrate World Intellectual Property Day
	Conduct awareness programs	Awareness programs on IP conducted	Number	5	10	15	20	25
	Conduct Final National Interest Analysis (FNIA) to join the Hague Agreement	The FNIA to join the Hague Agreement completed	Status of Work	Submit Preliminary National Interest Analysis (PNIA) report on the Hague Agreement to the Cabinet	Conduct Final National Interest Analysis (FNIA) to join the Hague Agreement	Undertake Dzongkha translation of the Treaty (if required)	Submit treaty to the Parliament for ratification	Process for post ratification procedures for the adoption of the treaty
	Conduct Final National Interest Analysis (FNIA) to join the Patent Cooperation Treaty (PCT)	The FNIA to join the PCT completed	Status of Work	Submit Preliminary National Interest Analysis (PNIA) report on the Patent Cooperation Treaty (PCT) to the Cabinet	Conduct Final National Interest Analysis (FNIA) to join the WIPO Internet Treaties	Undertake Dzongkha translation of the Treaty (if required)	Submit treaty to the Parliament for ratification	Process for post ratification procedures for the adoption of the treaty

Ease of Doing Business and enabling environment for economic activities improved	Submit the draft Copyright Bill to the Cabinet	Timeline by which the draft Copyright Bill is submitted to the Cabinet	Date	Review and finalize the Copyright Bill	Submit the Copyright Bill to the Cabinet	Incorporate views/comments on the Copyright Bill from the Cabinet	Submit the Copyright Bill to the Parliament	Initiate drafting of the Copyright Rules and Regulations
	Submit the draft Industrial Property Bill to the Cabinet	Timeline by which the draft Industrial Property Bill is submitted to the Cabinet	Date	Review and finalize the Intellectual Property Bill	Submit the Industrial Property Bill to the Cabinet	Incorporate views/comments on the Industrial Property Bill from the Cabinet	Submit the Industrial Property Bill to the Parliament	Initiate drafting of amendments to the Industrial Property Rules and Regulations
	Adjudicate Trademark Opposition cases	No. of Trademark opposition cases adjudicated	Number	3	6	9	12	15
	Build capacity of the Brands and Designs Sector	Capacity building of the HUB for EIE Brands and Designs Project conducted	Status of Work	Conduct orientation workshop on the Project for the relevant stakeholders	Conduct capacity building for HUB's members	Develop Branding strategies	Finalize and implement Branding strategies	Institutionalize the project's activities

Ease of Doing Business and enabling environment for economic activities improved	Conduct Final National Interest Analysis (FNIA) to join the WIPO Internet Treaties (WIPO Copyright Treaty (WCT) and WIPO Phonogram and Performance Treaty (WPPT) to the Cabinet	The FNIA to join the WIPO Internet Treaties (WCT and WPPT) completed	Status of Work	Submit the Preliminary National Interest Analysis (PNIA) to join the WIPO Internet Treaties (WIPO Copyright Treaty (WCT) and WIPO Phonogram and Performance Treaty (WPPT) to the Cabinet	Conduct Final National Interest Analysis (FNIA) to join the WIPO Internet Treaties	Undertake Dzongkha translation of the Treaty (if required)	Submit to the Parliament for ratification	Process for post ratification procedures for the adoption of the treaty
	Enhance capacity of Technology & Innovation Support Centers	Capacity building of the TISC in collaboration with WIPO conducted	Status of Work	Carry out preliminary discussions with WIPO and TISCs	Conduct awareness raising on the roles and functions of TISCs for local innovators and businesses	Develop internal regulations for TISCs	Operationalize three TISCs and open up additional TISCs	Establish fully functional TISCs in Bhutan

Ease of Doing Business and enabling environment for economic activities improved	Finalize and adopt the revised Voluntary Deposit and Registration System	The existing Voluntary Deposit and Registration system revised and adopted	Status of Work	Review the Voluntary Deposit and Registration System (draft schedule of forms and fees and office procedure guidelines completed)	Finalize and adopt the revised Voluntary Deposit and Registration System	-	-	-
	Finalize the draft Strategies/Action Plans/Activities for implementation of the National IP Policy and submitted for Ministry's approval	The strategies and action plans for the implementation of National IP Policy finalized	Status of Work	-	Seek approval on the finalized Strategies and Action Plans	Coordinate the implementation of the activities by relevant stakeholders	Evaluate the implementation of the activities by relevant Stakeholders	Prepare Action Plan
	Organize a National Seminar on the Copyright	A National Seminar on the Copyright organized	Status of Work	-	Organize a National Seminar on CR	-	Propose another National Seminar on CR	-
	Organize a Sub-regional Workshop on Copyright	A Sub-regional Workshop on Copyright organized	Status of Work	-	Organize a Sub-Regional Workshop on CR	Propose another workshop on CR	-	-
	Organize annual National Trademark Competition Award	Annual National Trademark Competition Award organized	Status of Work	Organize Annual National Trademark Competition Award	Organize Annual National Trademark Competition Award	Organize Annual National Trademark Competition Award	Organize Annual National Trademark Competition Award	Organize Annual National Trademark Competition Award

Ease of Doing Business and enabling environment for economic activities improved	Prepare ground works to set up the Collective Management Organizations (CMOs)	The ground works for establishing the CMOs prepared	Status of Work	-	Prepare ground works to set up a CMOs	Review the ground works documents with CMO provisions to the Cabinet	Review the documents relating to CMOs in other IP/CMOs Offices consultation	Set up a CMO if the copyright bill is endorsed by Parliament
	Publish Annual Magazine	Annual Magazine published	Status of Work	Publish Annual magazine	Publish Annual magazine	Publish Annual magazine	Publish Annual magazine	Publish Annual magazine
	Register Intellectual Property (IP)	Copyright applications processed	Percent	100	100	100	100	100
		Industrial Design applications processed	Percent	100	100	100	100	100
		Patent applications processed	Percent	100	100	100	100	100
Trademark applications processed		Percent	100	100	100	100	100	
Non-Hydro revenue and GDP over plan period increased	Revenue from Intellectual Property Registration Services	Revenue from Intellectual Property registration services generated	Nu. (Million)	10	20	30	40	50
To ensure full utilization of Budget	Ensure Annual Budget Utilization	Percentage of annual budget utilization	Percent	-	>94%	>94%	>94%	>94%
To institutionalize and strengthen Government Performance Management System	Strengthen APA Implementation	Timely submission of APA implementation updates	Status of Work	-	Strengthen APA Implementation	Strengthen APA Implementation	Strengthen APA Implementation	Strengthen APA Implementation

Transparent, accountable & integrity consciousness and culture strengthened	Enhance integrity system by implementing OIP	Integrity score improved	Percent	-	50% of OIP Implemented	50% of OIP Implemented	50% of OIP Implemented	50% of OIP Implemented
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Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which the draft Industrial Property Bill is submitted to the Cabinet	The draft Industrial Property Bill will be thoroughly reviewed in consultation with the expertise of WIPO to align the provisions with the international treaties to which Bhutan is a member. The draft Bill will be presented to the Ministry's Planning and Policy Coordination Committee (PPCC). The draft Bill will then be finalized and submitted to the Cabinet. If deemed necessary, the translation of the draft Bill may be carried out once the final draft Bill has been agreed.	Administrative record	Annually	DoIP, MoEA and Cabinet
Timeline by which the draft Copyright Bill is submitted to the Cabinet	The Copyright Bill will be thoroughly reviewed in consultation with the expertise of WIPO to align the provisions with the international treaties to which Bhutan is a member. The draft Bill will be presented to the Ministry's Planning and Policy Coordination Committee (PPCC). The draft Bill will then be finalized and submitted to the Cabinet. If deemed necessary, the translation of the draft Bill may be carried out once the final draft Bill has been agreed.	Administrative record	Annually	DoIP, MoEA and Cabinet

<p>The FNIA to join the Hague Agreement completed</p>	<p>The Final National Interest Analysis (FNIA) will be conducted in line with the mandatory procedures and requirements stipulated in the Rule 26 of the Rules of Procedure for Treaty Making. It is noted that Rule 26 of RoP states that as a part of the FNIA, the DoIP is required to conduct the stakeholder consultation only if it is required. DoIP has already conducted the stakeholder consultation in the PNIA phase and as such conducting same consultation would be repetitive.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA and Cabinet</p>
<p>The FNIA to join the PCT completed</p>	<p>The Final National Interest Analysis (FNIA) will be conducted in line with the mandatory procedures and requirements stipulated in the Rule 26 of the Rules of Procedure for Treaty Making. It is noted that Rule 26 of RoP states that as a part of the FNIA, the DoIP is required to conduct the stakeholder consultation only if it is required. DoIP has already conducted the stakeholder consultation in the PNIA phase and as such conducting same consultation would be repetitive.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA and Cabinet</p>

<p>The FNIA to join the WIPO Internet Treaties (WCT and WPPT) completed</p>	<p>The Final National Interest Analysis (FNIA) will be conducted in line with the mandatory procedures and requirements stipulated in the Rule 26 of the Rules of Procedure for Treaty Making. It is noted that Rule 26 of RoP states that as a part of the FNIA, the DoIP is required to conduct the stakeholder consultation only if it is required. DoIP has already conducted the stakeholder consultation in the PNIA phase and as such conducting same consultation would be repetitive.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA and Cabinet</p>
<p>Patent applications processed</p>	<p>Registration process:</p> <p>100% - 5 patent applications received are processed which includes receiving, issuance of acknowledgement, entry of data in the Industrial Property Automation System (IPAS), accord of filing date and notification of the same to applicant, formal examination and transmittal of applications to WIPO for substantive examination, analysing international search and examination reports, amendments of applications as per international search reports.</p> <p>95% - 5 patent applications received are processed till transmittal of patent applications to WIPO for substantive examination.</p> <p>90% - 5 patent applications received are processed till formal examination and preparation of</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>

	<p>patent applications for substantive examination.</p> <p>85% - 5 patent applications received are processed till completion of formal examination of patent applications.</p> <p>80% - 5 patent applications received are processed till accord of filing date and notification of the same to applicant, formal examination and corrections under process.</p>			
Awareness programs on IP conducted	This SI will be measured based on a no. of IP programs conducted by the DoIP and in collaboration with the WIPO or other stakeholders	Administrative record	Annually	DoIP, MoEA
Annual Magazine published	The annual magazine will be published on an annual basis	Annual Magazine, DoIP's and MoEA's websites	Annually	DoIP, MoEA
World Intellectual Property Day celebrated	The World IP Day is celebrated every year organizing events to recognize the creativity and contribution made by creators and innovators to the development of society, and to encourage respect for the IP rights of others	Administrative record/DoIP's and MoEA's websites	Annually	DoIP, MoEA

<p>The existing Voluntary Deposit and Registration system revised and adopted</p>	<p>The voluntary Deposit and Registration System was launched in 2012 to facilitate the author & owners to establish prima-facie evidence over their works to assist them in times of litigation. The system is more than 5 years old, therefore, the division intends to review and update the existing system to improve and innovate the system to make it more effective and efficient</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>
<p>Annual National Trademark Competition Award organized</p>	<p>The National Trademark Competition Award was introduced since 2018 by the Department of Intellectual Property with the objective to recognize the role and significance of the Trademark System in promoting the brand competition leading to quality goods and services in the market and to protect the goodwill that is vested in brands. The introduction of this award also fits well with one of the strategic objectives of the National Intellectual Property Policy 2018 i.e to provide incentives to encourage innovation and creativity in the country.</p>	<p>Administrative record, DoIP's and MoEA's websites</p>	<p>Annually</p>	<p>DoIP, MoEA</p>
<p>No. of Trademark opposition cases adjudicated</p>	<p>A total of 3 Nos. Trademark Opposition cases will be adjudicated.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>

<p>The ground works for establishing the CMOs prepared</p>	<p>Collective Management Organization(CMOs) is a non-profit organization which has helped other countries develop creative sectors by acting as a middle person between the creators and users of copyright. In a similar way, to help develop the creative sectors, it is proposed to set up a CMOs suited to local capacity and this process is spread across 4 years. It is proposed to start the work with the preparation of groundworks for setting up the CMOs like consultations with other IPOs, Consultation meetings with relevant stakeholders, etc.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>
<p>The strategies and action plans for the implementation of National IP Policy finalized</p>	<p>The National Intellectual Property Development Strategy and Action Plan reviewed internally will be finalized in consultation with national stakeholders and external agency (WIPO) for the inputs. Finalized document will be submitted to the Ministry for endorsement.</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>

<p>Capacity building of the HUB for EIE Brands and Designs Project conducted</p>	<p>The Department of Intellectual Property in collaboration with the World Intellectual Property (WIPO) has initiated a project titled “An Enabling (Intellectual Property) IP Environment to Strengthen Business Competitiveness through Brands and Designs” with the objective to empower the national stakeholders to increase their business competitiveness through effective use of the IP system, particularly by Trademarks/Brands and Designs. During the current FY, a training to enhance the capacity of the members of the Hub to provide strategic advice to private sector stakeholders on branding, marketing, packaging etc. The HUB will comprise of members/officials from DoIP and DCSI. (Achievement of the SI will depend on the agreement and support from WIPO and DCSI)</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>
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<p>Capacity building of the TISC in collaboration with WIPO conducted</p>	<p>The Department in collaboration with WIPO has established TISCs in three institutes. However, capacity building of the officials have just started in April 2019. It will require a series of training program involving experts from WIPO to fully operationalize the centers. In addition, a few more institutes have shown interest to open TISCs and the Department is firstly prioritizing function of the existing three TISCs before opening up more. The development of TISCs will be phase wise as follows in the present FY period: Preliminary discussions with WIPO and TISCs Communicated with TISCs on searching technique and other related issues Exchanged knowledge on searching technique and communicated with TISCs on the related issues and resolved them Prepared for training of the TISCs and communicated to relevant TISC officials on enrollment to Distance Learning Courses Conducted training for the TISCs and potential stakeholders</p>	<p>Administrative record</p>	<p>Annually</p>	<p>DoIP, MoEA</p>
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Copyright applications processed	<p>Registration process:</p> <p>100% - Issuance of Registration Certificate</p> <p>95% - Upload application data in the EDMS</p> <p>90% - Invite opposition</p> <p>85% - Issuance of the acknowledgement letter</p> <p>80% - Issuance of the authorization letter</p>	Administrative record	Annually	DoIP, MoEA
Trademark applications processed	<p>Registration process:</p> <p>100% - Registration process completed for applications received till December 2020 apart from those applications facing opposition and provisional refusals</p> <p>95% - Publications of journals completed</p> <p>90% - Substantive examination completed</p> <p>85% - Formality examination completed</p> <p>80% - Data captured in the IPAS</p>	Administrative record	Annually	IPAS/DoIP, MoEA

Industrial Design applications processed	<p>Registration process:</p> <p>100% - Issuance of Registration Certificate and Publication of Journal</p> <p>95% - Global Search and Substantive Examination on Novelty completed</p> <p>90% - Required amendments made and prepared for substantive examination</p> <p>85% - Formality Examination on the registrability criteria completed</p> <p>80% - Basic criteria for receiving application completed and received for examination.</p>	Administrative record	Annually	IPAS/DoIP, MoEA
A Sub-regional Workshop on Copyright organized	<p>A Sub-regional Workshop on the Copyright will be organized in collaboration with the World Intellectual Property Organization. This is the result of our request made to WIPO during one of the meetings held in Geneva.</p>	Administrative record	Annually	DoIP, MoEA/WIPO
A National Seminar on the Copyright organized	<p>A National Seminar on the Copyright will be organized in collaboration with the World Intellectual Property Organization for the creative sectors in the country. This is the result of our request made to WIPO during one of the meetings held in Geneva.</p>	Administrative record	Annually	DoIP, MoEA/WIPO

Timely submission of APA implementation updates	This SI shall be evaluated based on the following parameters: 1. Timeline by which “monthly issue/no issue reported on GPMS. 2. Timeline by which “timeline SIs and other achieved SIs are verified and evidence submitted.” 3. Timeline by which “MYR and year-end self-assessment report is submitted to GPMD.” 4. “Timely action taken on all the MYR directives.”	GPMD	Quarterly	Review of administrative data/documents/records
Percentage of annual budget utilization	This indicator measures the variance between the Revised Budget and the Actual Expenditure at the end of the FY.	Department of National Budget	Annually	Assessment of variance between annual budget and expenditure
Integrity score improved	This indicator measures the implementation status of Organisational Integrity Plan (OIP) as determined as Anti-Corruption Commission.	Administrative report by ACC	Annually	Survey and Field Monitoring of OIP implementation by ACC
Revenue from Intellectual Property registration services generated	This SI will be measured based on the fees collected in terms of Ngultrum and CHF (Swiss Franc) from IP registration services	Administrative record	Annually	RMA, RTIO and DoIP, MoEA

Section 5: Requirements from other Departments & Secretariat Divisions

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
SECRETARIAT	Awareness programs on IP conducted	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the IP Programs	Not able to achieve the SI's target
SECRETARIAT	World Intellectual Property Day celebrated	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to organize the World IP Day celebration	Not able to achieve the SI's target
SECRETARIAT	The existing Voluntary Deposit and Registration system revised and adopted	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to revise the existing Voluntary Deposit and Registration system	Not able to achieve the SI's target
MINISTRY OF ECONOMIC AFFAIRS	Timeline by which the draft Copyright Bill is submitted to the Cabinet	Ministerial approval of the draft Industrial Property Bill	The draft bill is subject to Ministerial approval before submission to the Cabinet	The finalized draft bill will be required to be presented to the Ministry for approval	Not able to achieve the SI's target
MINISTRY OF ECONOMIC AFFAIRS	Timeline by which the draft Industrial Property Bill is submitted to the Cabinet	Ministerial approval of the draft Industrial Property Bill	The draft bill is subjected to Ministerial approval before submission to the Cabinet	The finalized draft bill will be required to be presented to the Ministry for approval	Not able to achieve the SI's target
SECRETARIAT	Annual National Trademark Competition Award organized	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	The Annual Trademark Competition Award function entails awarding of cash prizes to the winners. As such, Secretariat approval is necessary as per the financial norms.	Not able to achieve the SI's target.

SECRETARIAT	The ground works for establishing the CMOs prepared	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the ground works for establishing the CMO	Not able to achieve the SI's target
SECRETARIAT	The strategies and action plans for the implementation of National IP Policy finalized	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval to carry out works on finalization as well as implementation and evaluation of Strategies and Action Plans/Activities of the NIPP 2018.	Not able to achieve the SI's target.
SECRETARIAT	Capacity building of the TISC in collaboration with WIPO conducted	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval of required resources to conduct the capacity building programs on TISC	Not able to achieve the SI's target.
SECRETARIAT	Annual Magazine published	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to execute the works related to publication of the annual magazine	Not able to achieve the SI's target
SECRETARIAT	Capacity building of the HUB for EIE Brands and Designs Project conducted	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the training for the members of the HUB of EIE Brands and Design project	Not able to achieve the SI's target
SECRETARIAT	A Sub-regional Workshop on Copyright organized	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval of required resources to conduct the Sub-regional Workshop on Copyright	Not able to achieve the SI's target.


SECRETARIAT	A National Seminar on the Copyright organized	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval of required resources to conduct the National Seminar on CR	Not able to achieve the SI's target.
SECRETARIAT	The FNIA to join the Hague Agreement completed	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the FNIA as directed by the Cabinet	Not able to achieve the SI's target.
SECRETARIAT	The FNIA to join the PCT completed	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the FNIA as directed by the Cabinet	Not able to achieve the SI's target
SECRETARIAT	The FNIA to join the WIPO Internet Treaties (WCT and WPPT) completed	Approval	Secretariat approval is a mandatory requirement to execute the SI's target	Approval on the proposal to conduct the FNIA as directed by the Cabinet	Not able to achieve the SI's target.

Whereas,

I, the Director General, Department of Intellectual Property, commit to the Secretary and the Minister, Ministry of Economic Affairs to deliver the results described in this Annual Performance Agreement.

I, the Secretary, commit to the Director General, Department of Intellectual Property to provide necessary support for the delivery of results described in this Annual Performance Agreement.


SIGNED:

✓ 

Secretary

21.08.2019

Date

✓ 

Kinley T Wangchuk
Director General

21/08/2019.

Date