

UPOV

INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS  
GENEVA

DRAFT

**RULES GOVERNING THE ACCESS  
TO UPOV DOCUMENTS**

*Document prepared by the Office of the Union*

*to be considered by the Council at its forty-fourth ordinary session  
to be held in Geneva on October 21, 2010*

Note for Draft version

**Endnotes** provide background information when considering the draft version, not to be retained in the approved version of the document.

**Footnotes** to be retained in the published version of the document.

1. The “UPOV Documents” section of the UPOV website is divided into the following areas:

Council  
First Restricted Area  
Second Restricted Area

*Council*

2. Documents concerning the ordinary and the extraordinary sessions of the Council are placed under the heading “Council” in the “UPOV Documents” section of the UPOV website, where no password is required for access.

*First Restricted Area*

3. Documents concerning the sessions of Administrative and Legal Committee (CAJ), the Technical Committee (TC) and the Technical Working Parties (TWPs) are placed in the first restricted area of the “UPOV Documents” section of the UPOV website. The criteria for the granting of passwords for access to the first restricted area of “UPOV Documents” in the UPOV website are as follows:

(a) Access to the first restricted area is granted to members of the Union and to States or organizations with observer status at the Council, Administrative and Legal Committee, Technical Committee or Technical Working Parties.

(b) The Office of the Union issues the password for the first restricted area to:

(i) the representative in the Council of each member of the Union. Where a member of the Union does not formally notify the Office of the Union of its representative in the Council of UPOV, the password is issued to the official(s) nominated by the member of the Union to attend the Council;

(ii) the designated person(s) of an observer State or observer organization in the Council. In the case of observer States, the designated person(s) is (are) taken as the person(s) nominated to attend the Council by the government. In the case of an observer organization, the designated person(s) is (are) taken as the person(s) nominated to attend the Council by the head of the organization; and

(iii) the designated person(s) of each member of the Union, observer State or observer organization in the Administrative and Legal Committee, Technical Committee and Technical Working Parties. Such designated persons are those notified as such by the recipient of the password as set out in (i) or (ii), as appropriate.

(c) Individuals contacting the Office of the Union for the password are referred to the relevant recipient of the password, as specified in (b), who is responsible for deciding whether to disclose the password.

4. It is the responsibility of the recipients of the passwords, as specified in paragraph 3(b)(i) and (ii) above, to nominate to the Office of the Union its designated person(s) to the Administrative and Legal Committee, the Technical Committee and the Technical Working Parties.

*Second Restricted Area*

5. The documents of the Consultative Committee are placed in the second restricted area of the “UPOV Documents” section of the UPOV website. The second restricted area is accessible only by a password issued to the representative and alternate of each member of the Union to the Council. Where a member of the Union does not formally notify the Office of the Union of its representative and alternate to the Council, the password is issued to the official(s) nominated by the member of the Union to attend the Council.

*Temporary Password Areas*

6. Links to temporary password areas are made available to participants who do not have access to the first restricted area of the UPOV website in order to enable them to access documents for a specific session, meeting or event. The temporary password area for a specific session, meeting or event is deleted at an appropriate time after it has taken place. A password for the relevant temporary password area to access the necessary documents is issued to recipients of *ad hoc* invitations addressed under paragraph 2 (c)(iii), (d)(iii) and (e)(iii) of document UPOV/INF/16/1 “Rules Governing the Granting of Observer Status to States, Intergovernmental Organizations and International Non-Governmental Organizations in UPOV Bodies”.

*Password Policy*

7. Passwords for the first and second restricted areas will be changed on a regular basis and recipients will be notified accordingly.

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