



CAJ/66/6

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# INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Geneva

## ADMINISTRATIVE AND LEGAL COMMITTEE

**Sixty-Sixth Session**  
**Geneva, October 29, 2012**

### USE OF ELECTRONIC COMMUNICATION FOR MEETINGS

*Document prepared by the Office of the Union*

1. The Administrative and Legal Committee (CAJ), at its sixty-fifth session, held in Geneva on March 29, 2012, considered documents CAJ/65/10 "Webcasting of UPOV sessions" and CAJ/65/11 "Report on developments in the Technical Committee", and received a presentation on communication technologies, a copy of which is attached as the Annex to this document (English only). The CAJ noted that webcast meetings would be freely accessible on the internet. However, it noted that it was possible to restrict access to meeting communications by Webinar and WebEx. The Vice Secretary-General clarified that questions concerning policy on access would be considered by the Consultative Committee (see document CAJ/65/12 "Report on the Conclusions", paragraphs 76 to 78).
2. A report on the conclusions of the Consultative Committee concerning policy on access to electronic communication for meetings will be made to the CAJ at its sixty-seventh session, to be held in Geneva, on March 21, 2013.
3. In the meantime, this document provides an overview of electronic communication of meetings, as follows:

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## MULTIPLE INTERACTIVE WEB CONFERENCING

### Introduction

4. The purpose of web conferencing (e.g. WebEx) is to facilitate group meetings with multiple remote participants in interactive mode. Web conferencing allows the participants to speak together, to share documents on screen and, if participants wish, to share a camera link to themselves.

5. One of the main advantages of web conferencing compared to a telephone conference is cost (connection generally via internet, rather than by landline). Furthermore, in relation to voice/image over the internet services (e.g. Skype), the main advantage is that documents can be shared with a high quality resolution and the audio quality is assured by the option to join by telephone in the case of a poor quality internet connection.

6. Another feature of web conferencing is that the meeting can be recorded. This allows, for example, the same presentation to be made without the original presenter.

### Participation access

7. Participation in web conferencing is restricted to those invited to the meeting by the host by means of a unique password for each meeting. The host can also monitor who is participating in the meeting.

### Current use of web conferencing

8. In 2012, web conferencing has been used by the TC-EDC, TWP's and by the Office of the Union, as follows:

#### *TC-EDC*

<u>Meeting</u>	<u>Date</u>	<u>Host location</u>	<u>Remote participants</u>	
			<u>No.</u>	<u>Location</u>
TC-EDC	11-12.01.12	Geneva	7	Australia, Slovakia, South Africa

#### *Technical Working Parties*

<u>Session</u>	<u>Date</u>	<u>Host location</u>	<u>Remote participants</u>	
			<u>No.</u>	<u>Location</u>
<i>Technical Working Party for Agricultural Crops</i>	21-25.05.12	France		
<ul style="list-style-type: none"> <li>• Test Guidelines Subgroup for Rhodesgrass</li> </ul>			2	Australia (Leading Expert), Geneva (Office of the Union)
<ul style="list-style-type: none"> <li>• Pluto Database Demonstration</li> </ul>			1	Geneva (WIPO Presenter and Office of the Union)
<ul style="list-style-type: none"> <li>• TG Template for Drafters of Test Guidelines</li> </ul>			2	Australia (Co-presenter), Geneva (Office of the Union)
<i>Technical Working Party for Vegetables</i>	11-15.06.12	Netherlands		
<ul style="list-style-type: none"> <li>• TG Template for Drafters of Test Guidelines</li> </ul>			1	Australia (Co-presenter)
<i>Technical Working Party on Automation and Computer Programs</i>	26-29.06.12	Republic of Moldova		
<ul style="list-style-type: none"> <li>• Presentation of document TWC/30/26</li> </ul>			2	Australia (Drafter)
<ul style="list-style-type: none"> <li>• TG Template for Drafters of Test Guidelines</li> </ul>			2	Australia (Co-presenter)
<ul style="list-style-type: none"> <li>• Pluto Database Demonstration</li> </ul>			2	Geneva (WIPO Presenter)

<i>Technical Working Party for Fruit Crops</i>	30.07-03.08.12	China		
<ul style="list-style-type: none"> <li>• Test Guidelines Subgroup for Apple rootstock</li> </ul>			1	South Africa (Leading Expert)
<i>Subgroup of the Test Guidelines for Elytrigia Desv.</i>	19.06.12	Argentina/Switzerland	12	Argentina (Leading Expert), Belgium, Hungary, European Union, Poland, Geneva (Office of the Union)

### Meetings of the Office of the Union

<u>Meeting</u>	<u>Date</u>	<u>Host location</u>	<u>Remote participants</u>	
			<u>No.</u>	<u>Location</u>
<i>World Seed Project (8 meetings)</i>	<i>April-August 2012</i>	<i>Switzerland</i>	4-20	Worldwide (Africa, Americas, Asia, Europe)
<i>DL-305 Course planning (3 meetings)</i>	<i>April-August 2012</i>	<i>Switzerland</i>	2	<i>Netherlands</i>
<i>Electronic Application Form</i>				
<ul style="list-style-type: none"> <li>• Full meeting</li> </ul>	10.05.12	Switzerland	11	France, Germany, Netherlands, Switzerland, United States of America
<ul style="list-style-type: none"> <li>• WIPO Internet Service Section visit to the Community Plant Variety Office of the European Union (CPVO)</li> </ul>	21.08.12	France	1	Geneva (Office of the Union)
<i>Japan International Cooperation Agency (JICA) Training Course "Internationally Harmonized PVP System"</i>				
<ul style="list-style-type: none"> <li>• UPOV question &amp; answer session (introduction phase)</li> </ul>	03.09.12	Japan	1	Geneva (Office of the Union)
<ul style="list-style-type: none"> <li>• UPOV question &amp; answer session (introduction phase)</li> </ul>	23.10.12	Japan	2	Geneva (Office of the Union)

## WEBCASTING

### Introduction

9. A webcast is a broadcast of an event (e.g. meeting, seminar, presentation etc.) over the internet to many simultaneous listeners/viewers. Webcasts can either be distributed "live" (see "Broadcast delay") or on demand.

10. The main purpose of webcasting is to enable participants that are not physically present to view an event. There can also be possibilities for interventions by remote participants but this is within narrower constraints than the multiple interactive web conferencing described in the previous section "Multiple Interactive Web Conferencing". In the case of a broadcast delay (see "Broadcast delay"), interventions by remote participants are not feasible.

### Participation access

11. In the case of webcasting, various possibilities exist with regard to access, from unrestricted public access to access by invitation with password and with monitoring by the host. The choice of internet technology will determine the options for access and also the quality and features of the broadcast (e.g. microphone-linked roving camera, desktop sharing, remote presentation options etc.), for example according to compatibility with the internal audio-visual systems of the host.

Broadcast delay

12. In the case of webcasting, it should be noted that an event may be broadcast to an unlimited audience, similar to that of a broadcast by a radio or television channel. In radio and television, a broadcast delay for editing is often used to prevent profanity, violence, or other undesirable material from making it to air, or to eliminate technical malfunctions.

Current use of webcasting

13. At its eighty-second session, held in Geneva on October 19, and on the morning of October 20, 2011, the Consultative Committee was informed that a webcast of the twenty-ninth session of the Technical Working Party on Automation and Computer Programs (TWC), held in Geneva, from June 7 to 10, 2011, was followed online by 25 participants from 10 members of the Union (see document CC/82/5 "Access to UPOV Documents and Publication of Information", paragraphs 31 and 32).

14. The Consultative Committee, at its eighty-third session, held in Geneva on March 30, 2012, considered document CC/83/4 Add. and agreed that the "Symposium on the benefits of plant variety protection for farmers and growers" (Symposium), to be held in Geneva on November 2, 2012, be open for attendance to the public, subject to room capacity, with priority being given to participants from members of the Union, observer States and observer organizations. The Consultative Committee also approved the webcasting of the Symposium (see document CC/83/7 "Report on the Conclusions", paragraphs 29 and 30). (see document C(Extr.)/29/6 "Report on the Decisions, paragraph 8(g) and (h).

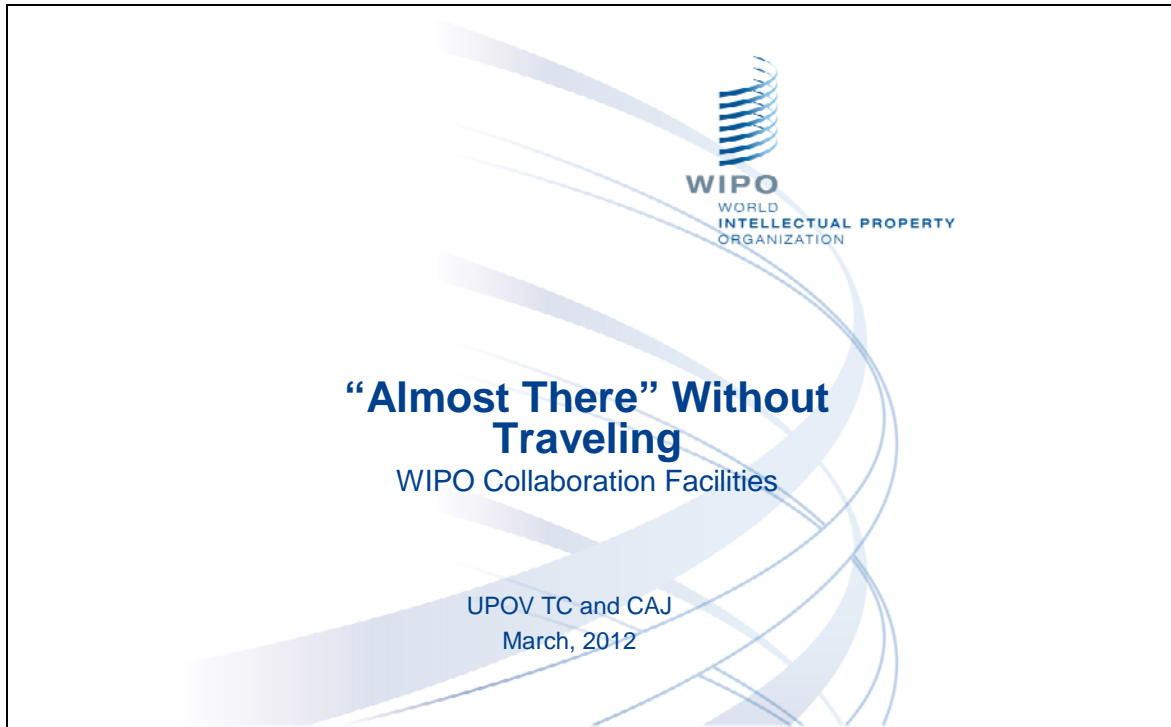
15. *The CAJ is invited to:*

*(a) note that a report on the conclusions of the Consultative Committee concerning policy on access to electronic communication for meetings will be made to the CAJ at its sixty-seventh session; and*

*(b) note the information provided on the use of electronic communication of meetings within UPOV.*

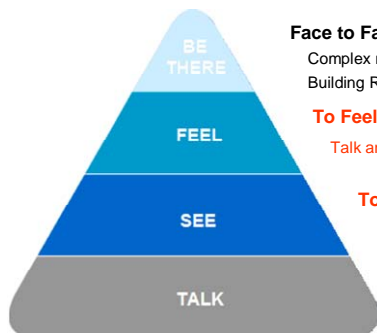
[Annex follows]

PART I: PRESENTATION BY ANDRAS MAKADI / BENJAMIN FRITZ



## The Collaboration Compass

Communication Experience



**Face to Face: Travel**

Complex meetings;  
Building Relationships

**To Feel and Collaborate: WebEx**

Talk and Share documents

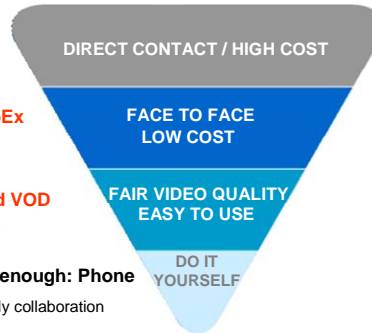
**To See : Webcasting and VOD**

See and be informed "Live"

**When talking is good enough: Phone**

Quick and useful for daily collaboration

Benefits: Plus or Minus



## What is Available at WIPO Today

### ■ Internet Webcasting :

- « Live » and recorded « Video-on-Demand »
- Two languages (Floor and English)



### ■ Legacy/Traditional Video Conference :

- Three rooms are currently available



### ■ PC Desktop Solutions :

-  webex
-  GoToWebinar



## Typical Use Cases



### ■ Remote Meeting by Two or More Groups of People :

Multi-Party discussions with 2 or 3 groups of people (with no document to be shared) : **Polycom** Rooms



### ■ Academy / Learning (Lecture or Training) :

One Main Presenter, Large Audience, Data Sharing : **Webinar**



### ■ Group meeting (e.g. Enlarged Editorial Committee) :

Group meeting with multiple remote participants in interactive mode. Video quality not important, but good audio quality is required and capability to share and modify the same document.



### ■ Large event :

Large audience in the same room where important decisions are taken. Broadcasting of live debates without interactive remote participation. Recording of event also made available as Video-on-Demand (VOD).

### ■ Large Conferences with Interventions by Remote Participants :

Specific solutions will be developed during the course of 2012-2013.



## What it looks like ?

### Webcast / VOD :



## Which Collaboration Tools To Chose?

Feel. See. Talk.

	Webcast / VOD	GoTo Webinar	WebEx	Legacy Video Conferencing (via IP or ISDN)
Description of the Solution	All major WIPO Meetings can be viewed "live" or VOD around the world through browser-based Internet Access. (not interactive) <b>Audio track: Floor or English</b>	GoToWebinar is a Web conferencing service. Presenters can engage Webinar attendees with live presentations, interactive polling, survey and Q & A features.	WebEx Virtual Meetings; Allows setting up online meetings, sharing presentation materials or sharing your PC desktop at anytime, anywhere.	Traditional Video Conferencing (Polycom) is a tool that allows for face to face interaction for people without needing to be in the same physical location.
Number of Sites Participants	No technical limit, but estimate of target audience needed for the Service Provider contract	From 2 to 100 participants	Can accommodate up to 25 connections / participants. (up to 10 in good conditions)	Multi-call, up to 4 locations More than 4 possible using an external provider. (Possibility to have many attendees per room)
Complexity / Logistics	Currently only Room A and B is equipped Prior planning and scheduling needed (not ad hoc or self-service).	Scheduling and registration are needed (can't do an instant Webinar).	<u>Without account</u> : Do a request via Service Desk <u>With your own account</u> : Instant meeting possible	Requires prior connection tests with each remote location. Call should be initiated 30 minutes prior the meeting.
Video Quality	Poor (due to analogue video cameras in current Rooms)	Fair	Fair	Good
Cost	<b>Webcast costs (5-day meeting, 100 conc. users) :</b> Live : 390 CHF VOD : 512 CHF	<b>Cost of subscription : Low</b>	<b>Cost of subscription : 45 CHF/month per user account</b>	<b>Expensive via ISDN (but reliable)</b> <b>Free via IP (but no end-to-end control of the link)</b>
Profile of the meeting	Assemblies, Large meetings	Training, PPT Presentation	Point to Point or Multipoint Collaboration; Document or PowerPoint Sharing	High profile large meeting (discussion)
Support Requirements	<b>HIGH</b> Setup & Support before and during Meeting	<b>LOW</b> Self-Service Possible (After training)	<b>LOW</b> Self-Service Possible (After training)	<b>HIGH</b> Support for Testing, Setup and during the Meeting

[Part II follows]

PART II: PRESENTATION BY THE VICE SECRETARY-GENERAL / THE OFFICE OF THE UNION

