



TWF/47/17

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DATE: October 19, 2016

INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Geneva

TECHNICAL WORKING PARTY FOR FRUIT CROPS

Forty-Seventh Session Angers, France, November 14 to 18, 2016

GUIDANCE FOR DRAFTERS OF TEST GUIDELINES

Document prepared by the Office of the Union

Disclaimer: this document does not represent UPOV policies or guidance

1. The Annex to this document contains a copy of a presentation on the tutorials for the following different user roles of the web-based Test Guidelines template to be made by the Office of the Union at the Technical Working Party (TWP) sessions in 2016:

- Leading Expert drafting tutorial
- Interested Expert comments tutorial
- Leading Expert checking tutorial

2. The tutorials contained in the Annex will be updated according to the comments and questions received during the drafting of Test Guidelines for the TWPs at their sessions in 2016 and the presentations at the TWPs in 2016.

3. The tutorials are available under the following link: http://upov.int/export/sites/upov/tgp/en/tg_template_tutorial_complete.pdf, as well as in the web-based TG Template under the link "Tutorials":

International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafters Webpage **Tutorials** Feedback Logout

TG Dashboard

Active TGs (8) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
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[Annex follows]

TG Template

First Step Tutorials

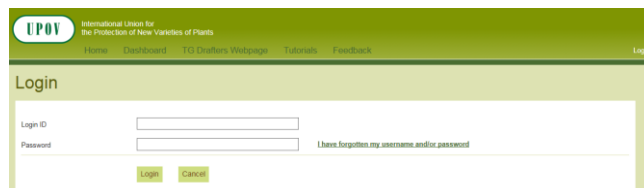
1. [Preparation of LE Draft](#)
2. [IE Comments](#)
3. [LE Checking](#)

TG Template

First Step Tutorial

1. Preparation of LE Draft

Login



The screenshot shows the login interface for the UPOV website. At the top, there is a green header with the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below the header, there is a navigation menu with links for "Home", "Dashboard", "TG Drafts Webpage", "Tutorials", "Feedback", and "Logout". The main content area is titled "Login" and contains two input fields: "Login ID" and "Password". To the right of the "Password" field, there is a link that says "I have forgotten my username and/or password". At the bottom of the form, there are two buttons: "Login" and "Cancel".

Dashboard

The screenshot shows the UPOV TG Dashboard. At the top, there is a navigation bar with the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below this, there are links for Home, Dashboard, TG Drafters Webpage, Tutorials, and Feedback, along with a Logout button. The main heading is "TG Dashboard". Underneath, there is a section for "Active TGs (8)" with an "Active" button. A table displays the following data:

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Bahay	HORDE_VL	TG19(1)2013 1)	Ralph Richter (DE)	Details	LE Draft 20 Feb. 2016 – 01 Apr. 2016	View	29 Feb. 2016	View	Edit

Dashboard-Interested Experts (IE)

The screenshot shows the "Interested Expert (IE)" dashboard. It features a table with the following data:

Full Name	Office Code	Participation Status
Tanvir Hossain	Australia, AU	Active
Alberto Ballesteros	Argentina, AR	Active
Elizabeth Prentice-Hudson	Canada, CA	Active
Radmila Safarikova	Czech Republic, CZ	Active

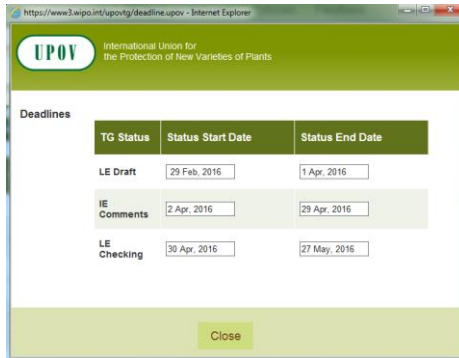
Dashboard-Current Status

The screenshot shows the UPOV TG Dashboard with a red circle highlighting the "Status (Period)" column in the table. An arrow points from the text "Check Period" below the table to the highlighted cell. The table data is as follows:

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Bahay	HORDE_VL	TG19(1)2013 1)	Ralph Richter (DE)	Details	LE Draft 20 Feb. 2016 – 01 Apr. 2016	View	29 Feb. 2016	View	Edit

Check Period

Dashboard-All deadlines



Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

Dashboard-Edit



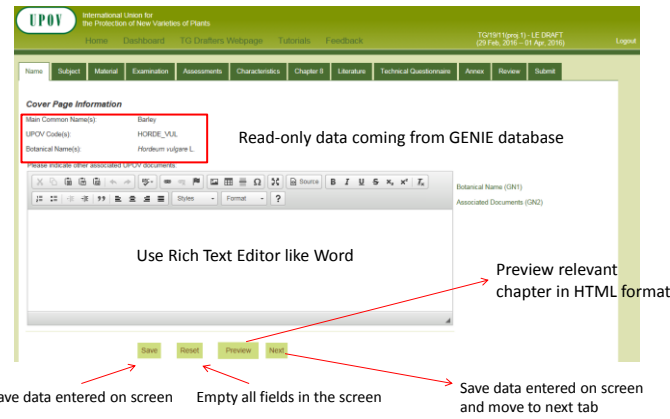
Access TG for drafting

Dashboard- First access to TG

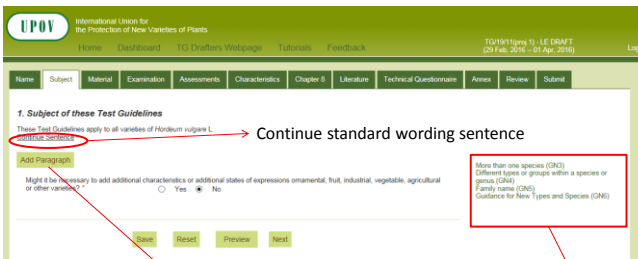


Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

Edit TG- Action Buttons



Edit TG-Continue Sentence/ Add Paragraph



Add an additional paragraph (a separate paragraph number will be assigned)

Consult Guidance Notes in TGP/7

Edit TG- Add/Remove Paragraph

Remove previously added paragraph

Use Rich Text Editor like Word

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties? *
 Yes No

Save Report Preview Next

Edit TG- Drop down menus

Select existing option or add new option

Edit TG-SW and ASW

Method of Examination

3.1 Number of Growing Cycles (ASW 2)

Single growing cycle

Two independent growing cycles

The minimum duration of tests should normally be two independent growing cycles. (ASW 2(i))

Two independent cycles in the form of two separate plantings

The two independent growing cycles should be in the form of two separate plantings. (ASW 2(i))

Two independent cycles from a single planting

Is a satisfactory crop of fruit required? Yes No

Fruit species with clearly defined dormant period

Fruit species with no clearly defined dormant period

Energous species with indeterminate growth

Select appropriate options: the corresponding ASW will be displayed on screen and included in the TG.

Note: SW is not displayed on screens but is included in HTML Preview and exported Word document.

Edit TG- Search characteristics

7. Table of Characteristics

Search Adopted Characteristics

Search Results List

Search for characteristic name or state of expression of adopted TGs

Access relevant TG

If appropriate, select a characteristic

Click on Import characteristics

Index	Tag No.	Name	States of Expression/Notes	Type of Expression	Methods of Observation	Growth Stage	Exclusion/Inclusion (Characteristics)	Exclusion/Inclusion (Plant)	TG Name	TG Reference
1		Plant height	very short	0	DN				Allegro	10001
2		Plant height	short	0	DN	MS VS			Allegro	10001
1.1		Architectural state and plant height		DN	VSMS				Allegro	10104
1.2		Canopy volume and plant height		DN	VSMS				Allegro	10104
3		Plant height of main stem		DN	VSMS	0			Allegro	10001
1		Plant height		0	DN				Black Current	10407
4		Plant height including leaves		0	DN	0			Blackcurrent	10001

Edit TG- Imported characteristics

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name, state of expression and notes are imported

Name (CN 18)	States of Expression (CN 19, 20)	Notes	Example Varieties (CN 23)	Grp (CN 13)	Type of Expr (CN 21)	Methods of Obs (CN 20)	Type of Plant	Growth Stages (CN 24)	Add to TGs
Plant height	very short	1	Add Example Varieties						
	short	3	Add Example Varieties						
	medium	5	Add Example Varieties						
	tall	7	Add Example Varieties						
	very tall	9	Add Example Varieties						

Enter Characteristics

Edit TG: Add characteristics from scratch

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Before creating characteristics, create master list of example varieties

Name (CN 18)	States of Expression (CN 19, 20)	Notes	Example Varieties (CN 23)	Grp (CN 13)	Type of Expr (CN 21)	Methods of Obs (CN 20)	Type of Plant	Growth Stages (CN 24)	Add to TGs
Enter Characteristics Name		None	Add Example Varieties						

Enter Characteristics

Edit TG- Example Varieties

Example Variety: Add

Add example varieties one by one

Example Variety	Action
Alaric	Edit / Remove
Chandor	Edit / Remove
Goldor	Edit / Remove

OK

Edit /Remove example variety : reflects changes throughout characteristics using this example variety

Edit TG: Add characteristics from scratch

Type name and format, if appropriate

Type state of expression and select notes

Add more state(s) of expression

Click to select example variety(ies) from master list

Uncheck to remove state of expression

Enter Characteristics Name

Add More

Enter Characteristics

Name (CN 18)	States of Expression (CN 13, 20)	Notes	Example Varieties (CN 26)	*	Grp	Type of Expr (CN 21)	Methods of Obs (CN 23)	Type of Plot	Growth Stages (CN 34)	Add to TQ5
<input type="text"/>	<input type="text"/>	None	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> MB <input type="checkbox"/> VS <input type="checkbox"/> VS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Edit TG: Add characteristics from scratch

Tick if characteristic has an asterisk (*)

Tick if characteristic is a grouping characteristic

Click to add characteristic to TQ 5

Select type of expression and method(s) of observation (mandatory)

Select type of plot and add growth stages, if appropriate

Enter completed characteristic to list of characteristics

Enter Characteristics Name

Add More

Enter Characteristics

Name (CN 18)	States of Expression (CN 13, 20)	Notes	Example Varieties (CN 26)	*	Grp	Type of Expr (CN 21)	Methods of Obs (CN 23)	Type of Plot	Growth Stages (CN 34)	Add to TQ5
<input type="text"/>	<input checked="" type="checkbox"/>	None	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/> MB <input checked="" type="checkbox"/> VS <input checked="" type="checkbox"/> VS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Edit TG: List of characteristics

List of Characteristics

Access list of grouping chars. or explanations covering several chars.

View all characteristics

Go to Search

Select	Seq No. (CN 25-27)	Name	States of Expression/Notes Example Varieties	*	Grp	Type of Expr	Mixts of Obs Typ of Plot	Growth Stages	Add to TG's	Explanation covering indiv. chars	Explanation covering several chars	Delete
	1	Plant persistence of foliage	absent/1 medium/2 Edward Southee			CL	VG			Edit Explanation		
	2	Plant growth habit	semi-anglic/2 medium/3 Golden Heritage semi-anglic/4 Lynn			FG	VG			Add/edit explanations		
	3	Plant height in relation to width	shorter than mean/1 medium to tall/2 Golden Heritage taller than tall/3 Pulsar			ON	VG			Add Explanation		
	4	Plant density	spare/1 spare to medium/2 medium/3 medium to dense/4 dense/5 Golden Heritage			ON	VG			Add Explanation		

Order explanations covering several characteristics alphabetically

Edit TG: List of characteristics

Select	Seq No. (CN 25-27)	Name	States of Expression/Notes Example Varieties	*	Grp	Type of Expr	Mixts of Obs Typ of Plot	Growth Stages	Add to TG's	Explanation covering indiv. chars	Explanation covering several chars	Delete
	1	Plant height	short/1 medium/5 tall/7 absent or very few/1 Classic			ON	MS VG			Add Explanation	Add Explanation	Delete
	2	Plant number of basal shoots	few/2 medium/3 Katharine			ON	MS VG			Edit Explanation	Add Explanation	Delete

move characteristics up or down

click on characteristic name in order to edit characteristic

delete characteristic

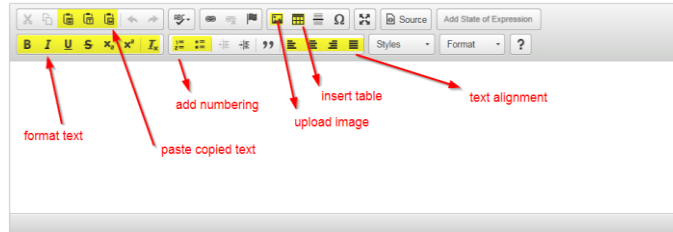
View/Edit grouping characteristics

Seq No.	Characteristic Name	Grouping Text
1	Plant persistence of foliage	
2	Plant growth habit	
3	Plant height in relation to width	

Add grouping text (e.g. color groups), if appropriate

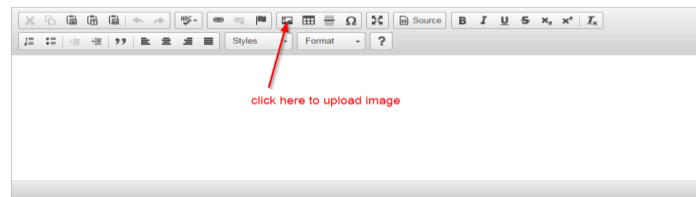
Edit TG: Add/Edit explanations covering individual characteristics

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document



Edit TG: Add/Edit explanations covering individual characteristics

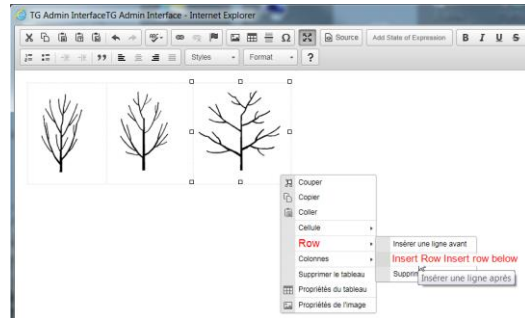
- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- Illustrations can also be uploaded as follows:



Edit TG: Add/Edit explanations covering individual characteristics

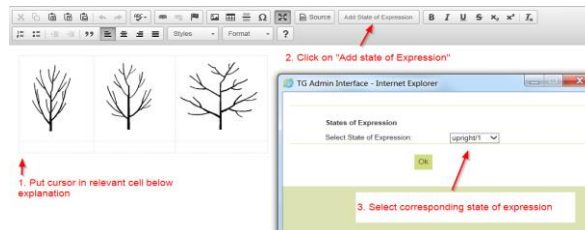
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately.
- Illustrations in tables from existing tables
 - copy and paste row with images from Word into the Rich Text Editor
 - add a row below (right mouse click in the table, select rows, then insert row below)

Edit TG: Add/Edit explanations covering individual characteristics



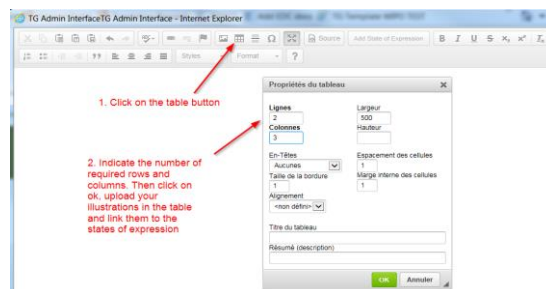
Edit TG: Add/Edit explanations covering individual characteristics

- Link illustrations to states of expression
 - Put your cursor in the blank cell below each illustration and select the relevant state of expression by clicking on “Add state of expression”



Edit TG: Add/Edit explanations covering individual characteristics

- Illustrations with tables created in Rich Text Editor



Edit TG: Add/Edit explanations covering several characteristics

Repeat steps 1 to 3 for as many labels as necessary for a characteristic

Characteristics Name: Leaf Node: [dropdown] → 1. Select label

Explanation: [Rich Text Editor] → 2. Add explanation to Rich Text Editor

Label	Explanation	Review
01	Normal initiation of flower	Review
02	Observations are made on fully expanded leaves	Review

→ 3. Click to add label to characteristic

→ View summary for labels added for characteristic

Edit TG-Tab Chapter 8

- If your TG contains a Chapter 8.3 (e.g. growth stages, example variety synonyms, information on grouping types, etc.)

Name Subject Material Examination Assessments Characteristics **Chapter 8** Literature Technical Questionnaire Annex Review Submit

8. Additional Information

Chapters 8.1 and 8.2 on explanations covering individual and several characteristics will be populated automatically according to the data entered in the tab "Characteristics". Please fill in here any additional information, e.g. growth stages, example variety synonyms, information on grouping types, etc.

[Rich Text Editor]

Edit TG- Literature

- Enter literature references in the Rich Text Editor

Name Subject Material Examination Assessments Characteristics Chapter 8 **Literature** Technical Questionnaire Annex Review Submit

9. Literature

Literature References:

[Rich Text Editor]

Literature (GN 30)

Body

[Literature should be presented as follows: for ex {Surname 1}, {Initials 1}, {Surname 2}, {Initials 2} etc., {Year}, {Title}, {Publication}, {Town}, {City / Region}, {Country}, {pp. n1 to n2} or pp.]

Save Reset Preview Next

Edit TG- Technical Questions

Name Subject Material Examination Assessments Characteristics Chapter 8 Literature Technical Questionnaire Annex Review Submit

10. Technical Questionnaire [View example](#)

Does this TQ also apply to parent lines submitted as a part of the examination of the hybrid variety? Yes No

1. Subject of the Technical Questionnaire Subject of the TQ (ASW 14)

Botanical Name: → Default according to coverage of TG and GENIE database

Common Name: → Add other information required in TQ (e.g. Species)

Add other information

Add More → Add more sets for botanical and common name and other information

Edit TG- Technical Questions

Adapt standard breeding scheme in Rich Text Editor, if necessary

4. Information on the breeding scheme and propagation of the variety

4.1 Breeding Scheme

Please modify the standard wording if necessary

Variety resulting from:

4.1.1 Crossing

(a) controlled cross [1]

(please state parent varieties)

(_____) x (_____)

mutatis invariatis mutatis invariatis

Information on breeding scheme (ASW 15)

Edit TG- Technical Questions

Select appropriate options with regard to method of observation

4.2 Method of propagating the variety

Information on method of propagating the variety

Seed-propagated varieties

- Self-pollination
- Cross-pollination
- Hybrid
- Apomictic Variety
- Non-apomictic variety
- Other

Vegetatively-propagated varieties

- tuber
- cuttings
- in vitro propagation
- Other

Other

Edit TG- Technical Questions

Select Yes if the TQ requires the production scheme for hybrid varieties

Information on method of propagation of hybrid varieties

Does this TQ require production scheme for hybrid varieties? * Yes No

In the case of hybrid varieties the production scheme for the hybrid should be provided on a separate sheet. This should provide details of all the parent lines required for propagating the hybrid e.g.

*Single Hybrid

(.....) x (.....)

female parent male parent

Information on method of propagation of hybrid varieties (GN 32)

Adapt standard production scheme for hybrid varieties in Rich Text Editor, if necessary

Edit TG- Technical Questions

Displays characteristics for which "Add to TQ 5" was checked in the Characteristics tab

Edit/delete data copied from characteristic

5. TQ Characteristics

Seq No	Name	Select	States of Expression	Example Varieties	Notes	Action
1 (1)	Plant: persistence of foliage	<input type="radio"/>	deciduous			1 Edit / Delete
			evergreen	Edward Goucher		2 Edit / Delete
			upright	Edward Goucher		1 Edit / Delete
			semi-upright	Minaud		2 Edit / Delete
2 (2)	Plant: growth habit	<input type="radio"/>	rounded	Golden Panache		3 Edit / Delete
			spreading	Lynn		4 Edit / Delete
			later than broad	Edward Goucher, Sherwood		1 Edit / Delete

Add states of expression, example varieties and notes (e.g. to complete condensed scale with complete scale)

Edit TG- Technical Questions

Complete TQ 6 to TQ 9

6. Similar varieties and differences from these varieties

Similar varieties (GN 33)

Characteristic for which there is a difference:

Expression of similar variety:

Expression of candidate variety:

7. Additional information which may help in the examination of the variety

Variety use (GN 34)

Should a representative color image of the variety accompany the TQ? * Yes No

Add Paragraph

9. Information on plant material

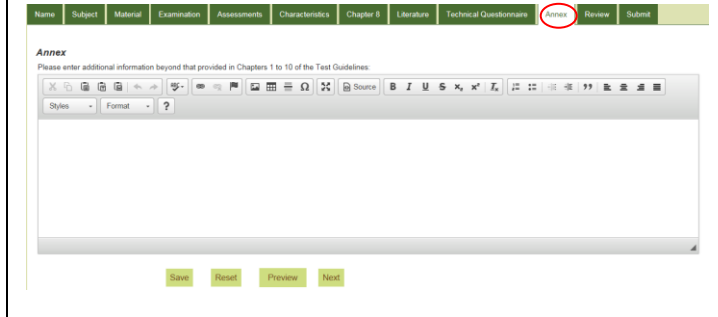
Should information on testing for the presence of virus or other pathogens be provided? * Yes No

Add Paragraph

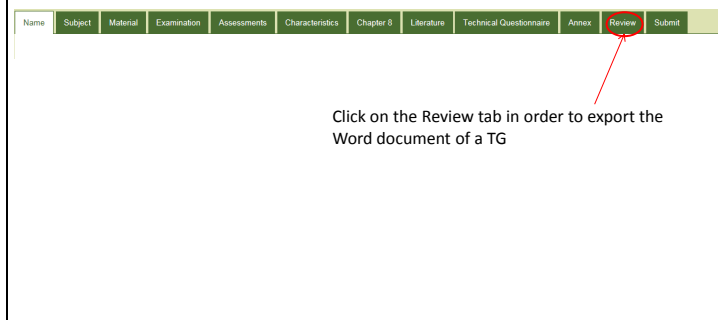
Save Reset Preview Next

Edit TG- Annex

- If your TG contains an Annex, please enter the information in the Rich Text Editor

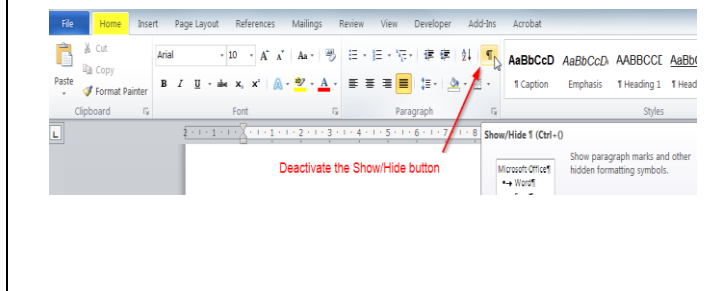


Review TG



Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



Submit

- After having finalized your draft, click on Submit:

Clicking on "Submit" means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes.

- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to edit the draft Test Guidelines after this date.

TG Template

First Step Tutorial
2. IE Comments

Login

International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafts Webpage Tutorials Feedback Logout

Login

Login ID

Password [I have forgotten my username and/or password](#)

Login Cancel

Dashboard-Current Status

The screenshot shows the UPOV TG Dashboard for an active TG (11). The table below lists the TG details:

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Decisions	Last Updated	IE Comments	Action
Pelusa	PETCH, PETUN	TG2120(pnq.3)	Andreas Menne (DE)	Details	IE Comments (22 Mar. 2016 - 16 Apr. 2016)	View	21 Mar. 2016	View	Edit

An arrow points to the 'Status (Period)' cell with the label 'Check Period'.

Dashboard-All deadlines

The screenshot shows the UPOV Deadlines dashboard. The table below lists the deadlines for different TG statuses:

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar. 2016	21 Mar. 2016
IE Comments	22 Mar. 2016	15 Apr. 2016
LE Checking	16 Apr. 2016	9 May. 2016

Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
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2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

Dashboard-View all IE Comments



Access list of all comments made by all IEs

List of IE comments

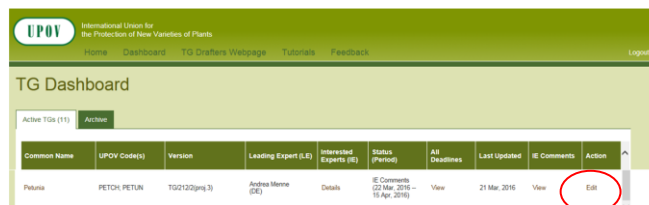
Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected



Dashboard-Edit



Access for making IE comments

Adding IE Comments

1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *X-Petehoa* J. M. H. Shaw, Petunia Juss.

Additional information on the subject of these Test guidelines:

These Test Guidelines do not apply to varieties of the genus *Callitriche*, which are covered by the Test Guidelines for *Callitriche* (TG/2072).

More than one species (GND)
Different types or groups within a species or genus (GND)
Family name (GND)
Guidance for New Types and Species (GND)

Is a satisfactory stop of full required? * Yes No

IE Comment

Throughout all screens, see the data entered by the LE (not editable for IEs)

Below each section, throughout all screens, make your comments in the Rich Text Editor fields

Add IE comments-Rich Text Editors

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document

format text

paste copied text

add numbering

upload image

insert table

text alignment

Add IE comments-Rich Text Editors

- In the Rich Text Editors, IEs can now also provide illustrations
 - In order to add illustrations, you can copy and paste text and illustrations from a Word document
 - Illustrations can also be uploaded as follows:

click here to upload image

Adding IE Comments-Characteristics tab

View and make comments on individual characteristics

View and make comments on explanations covering several and individual characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
7. Table of Characteristics												
List of Characteristics												
Seq.No.	Name	States of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Milids of Obs/Type of Plot	Growth Stages	Add to TGS	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant growth habit	upright1 semi-upright2 spreading3	Kapuflesh		<input type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	View Explanation	(A)	Add Comments
2	Plant height	short3 medium5 tall7	KUMYAMA 1 GOU PEHY 0011		<input checked="" type="checkbox"/>	QN	MS VG		<input type="checkbox"/>			Add Comments
3	Shoot length	short3 medium5 long7	PEHY 0010 Kapuflesh Susuufkomi		<input checked="" type="checkbox"/>	QN	MS VG		<input checked="" type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short3 medium5 long7	KUMYAMA 1 GOU Karyal Diofoupe		<input checked="" type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	View Explanation	(B) (A)	Add Comments

Adding IE Comments-Characteristics tab

View and make comments on grouping characteristics

View and make comments on all explanations covering several characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
7. Table of Characteristics												
List of Characteristics												
Seq.No.	Name	States of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Milids of Obs/Type of Plot	Growth Stages	Add to TGS	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant growth habit	upright1 semi-upright2 spreading3	Kapuflesh		<input type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	View Explanation	(A)	Add Comments
2	Plant height	short3 medium5 tall7	KUMYAMA 1 GOU PEHY 0011		<input checked="" type="checkbox"/>	QN	MS VG		<input type="checkbox"/>			Add Comments
3	Shoot length	short3 medium5 long7	PEHY 0010 Kapuflesh Susuufkomi		<input checked="" type="checkbox"/>	QN	MS VG		<input checked="" type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short3 medium5 long7	KUMYAMA 1 GOU Karyal Diofoupe		<input checked="" type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	View Explanation	(B) (A)	Add Comments

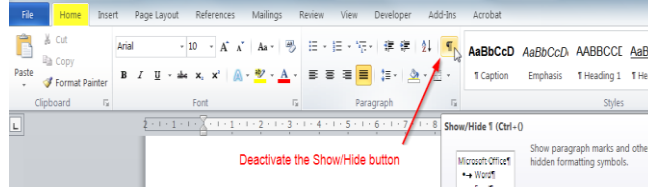
Review TG

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

Click on the Review tab in order to export the Word document of a TG

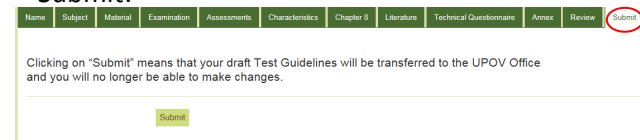
Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



Submit

- After having made your comments, click on **Submit**:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to make comments on the draft Test Guidelines after this date.

IE Comments–LE Reply

- LEs can now reply on IE comments during the LE checking period, when the LEs finalizes his draft after the IE comment period and before submission to the Office
- The list of IE comments can be accessed by IEs also after the IE comment period in order to check whether replies on IE comments were made by the LE via the dashboard



TG Dashboard

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Update	IE Comments	Action
Petunia	PETUN; PETUN	TG0122(mg.3)	Andrea Monne (DE)	Details	IE Comments (21 Mar 2016 - 10 Apr 2016)	View	21 Mar 2016	View	Edit

IE Comments–LE Reply

View LE replies in IE comment list on screen and in exported Word document

Interested Expert (IE) Comments
* Default Order (by Chapter Name) Order by IE Name [SAVE AS](#)

Chapter Name	IE Name	Comments Detail	Update Date
Subject	Luis Salices	Test comment Subject	14 Mar, 2016 12:13
		LE REPLY LE Reply Subject	14 Mar, 2016 12:29

TG Template

First Step Tutorial
3. LE Checking

Login

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Login

Login ID

Password [I have forgotten my username and/or password](#)

Dashboard-Current Status

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TG Dashboard

Active TGs (11): **Action:**

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Pelusa	PETOH, PETUN	TG2120(pnj.3)	Andreas Menne (DE)	Details	LE Checking (14 Mar. 2016 30 Apr. 2016)	View	21 Mar. 2016	View	Edit

Check Period

Dashboard-All deadlines

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Deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar. 2016	21 Mar. 2016
IE Comments	22 Mar. 2016	15 Apr. 2016
LE Checking	16 Apr. 2016	9 May. 2016

Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

Dashboard-View all IE Comments

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Decisions	Last Updated	IE Comments	Action
Pelusa	PETCH, PETUN	TG2120(pn3)	Andreas Menne (DE)	Details	IE Checking (14 Mar. 2016 -- 30 Apr. 2016)	View	21 Mar. 2016	View	Edit

Access list of all comments made by all IEs

List of IE comments

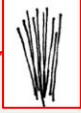
Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

Interested Expert (IE) Comments

Default Order (by Chapter Name)
 Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Salasces	Test comment Subject	14 Mar. 2016 12:13	
		LE REPLY LE Reply Subject	Edit	14 Mar. 2016 12:29
Material - Material Supplied	Peter Button	Test comment Material Required		
			Reply	14 Mar. 2016 12:24
Examination - Test Design	Luis Salasces	Test comment Test Design	Reply	14 Mar. 2016 12:13

IEs can now also upload illustrations


List of IE comments-LE reply

During the LE checking period, LEs can reply to IE comments

See the LE reply directly below the relevant comment

Interested Expert (IE) Comments

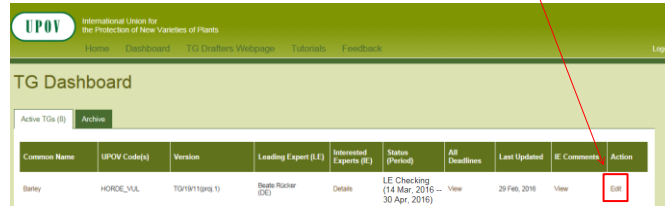
Default Order (by Chapter Name)
 Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Salasces	Test comment Subject		14 Mar. 2016 12:13
		LE REPLY LE Reply Subject	Edit	14 Mar. 2016 12:29
Material - Material Supplied	Peter Button	Test comment Material Required		
			Reply	14 Mar. 2016 12:24
Examination - Test Design	Luis Salasces	Test comment Test Design	Reply	14 Mar. 2016 12:13

LE checking period-Edit TG

- During the LE checking period you can work on your draft as during the LE drafting period

Access TG for editing



International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafters Webpage Tutorials Feedbacks Logout

TG Dashboard

Active TGs (8) **Active**

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Bany	HORDE_VUL	T019119ans 11	Baah-Nachar (DE)	Details	LE Checking (14 Mar, 2016 – 30 Apr, 2016)	View	29 Feb, 2016	View	Edit

LE checking period-Edit TG

- For guidance on editing TGs, please consult the LE drafting tutorial by clicking on the link below:

[LE drafting tutorial](#)

Review TG

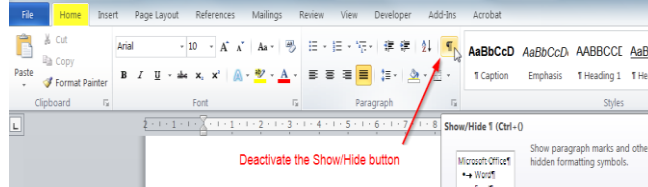


Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
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Click on the Review tab in order to export the Word document of a TG

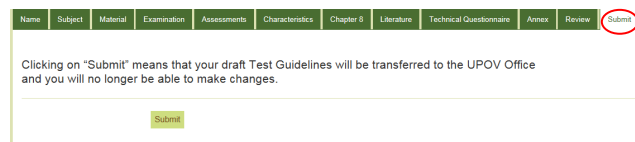
Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



Submit

- After having finalized the TG, click on Submit:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP report, and you will not be able to work on the draft Test Guidelines after this date.

[End of Annex and of document]