

**EN**

Circular E-20/094 – Procedure for the UPOV Sessions in October 2020 adopted by the Council

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July 23, 2020

Madam,  
Sir,

In accordance with Circular E-20/081, the Council has adopted the procedure below for the UPOV Sessions in 2020.

The following UPOV Sessions in October 2020 will be held in the form of virtual meetings, in combination with prior consideration of documents by correspondence:

- Fifty-Sixth Session of the Technical Committee (TC/56), to be held on October 26 to October 27, 2020;
- Seventy-Seventh Session Administrative and Legal Committee (CAJ/77), to be held on October 28, 2020;
- Ninety-Seventh Session Consultative Committee (CC/97), to be held on October 29, 2020;
- Fifty-Fourth Ordinary Session of the Council (C/54), to be held on October 30, 2020.

A new registration form, together with information and instructions on how to register for the virtual meetings of the above UPOV sessions and arrangements that will be made for participants to test the virtual meeting platform, will be sent in due course.

#### Documents to be considered by correspondence

1. Documents requiring a decision for adoption, or for action, that are suitable for a procedure by correspondence will be identified in consultation with the President of the Council or Chair of the relevant UPOV body. All such documents will be posted on the UPOV website by August 21, 2020, at the latest.
2. By August 21, 2020, a circular will be sent to the relevant UPOV body specifying the documents concerned, with a request for comments by September 21, 2020.
3. If no comments are received on the documents concerned, a circular will be sent on September 25, 2020, to the relevant UPOV body with a request for approval of the proposed decision(s) within 30 days (i.e. October 25, 2020); if there are no objections by October 25, 2020, the decisions will be considered to have been taken by the relevant UPOV body by correspondence; If objections are received within the deadline, the documents will be discussed at the virtual session of the UPOV body concerned.
4. If comments are received on the documents concerned, two situations could result:
  - a. If comments of a straightforward nature are received on a document, the Office of the Union will seek to address the comments in a revised version of the document, with endnote explanations. The revised version of the document will be posted and included in the circular dated September 25, 2020, to be sent to the relevant UPOV body with a request for approval of the proposed decision(s) within 30 days (i.e. October 25, 2020);

- b. If comments are received on a document that cannot be addressed, the document will be discussed at the virtual session of the UPOV body concerned.

#### Documents that will not be considered by correspondence

5. Documents not selected for the procedure by correspondence, including documents for information, will be considered at the virtual session of the UPOV body concerned.

#### Adoption of Test Guidelines

For the Test Guidelines that are planned to be adopted at the TC/56 session in 2020, the adoption will take place by a procedure by correspondence after the TC/56 session. The procedure for adoption of Test Guidelines by correspondence set out in document TGP/7 "Development of Test Guidelines" (see Section 2, paragraphs 227 and 228), will apply with the necessary adjustment of the timelines.

Thank you for your understanding and support.

Yours sincerely,  
UPOV Secretariat