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Circular E-21/063 – Procedure for the UPOV Sessions in October 2021 adopted by the Council

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May 14, 2021

Madam,  
Sir,

In accordance with Circular E-21/051, the Council has adopted the procedure below for the UPOV Sessions in October 2021:

- Fifty-Seventh Session of the Technical Committee (TC/57), to be held on October 25 and 26, 2021;
- Seventy-Eighth Session Administrative and Legal Committee (CAJ/78), to be held on October 27, 2021;
- Ninety-Eighth Session Consultative Committee (CC/98), to be held on October 28, 2021;
- Fifty-Fifth Ordinary Session of the Council (C/55), to be held on October 29, 2021.

Documents to be considered by correspondence

1. On May 31, 2021, the invitation circulars for the UPOV sessions in 2021 will be sent to the relevant UPOV bodies identifying in the drafts agendas the documents to be considered by correspondence.
2. Documents requiring a decision for adoption, or for action, that will be 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 June 16, 2021, at the latest, and the corresponding circulars notifying the posting of those documents will include a request for comments by July 15, 2021.
3. If no comments are received on the documents concerned by July 15, 2021, a circular will be sent on August 23, 2021, to the relevant UPOV body with a request for approval of the proposed decision(s) within 30 days (i.e. September 21, 2021); if there are no objections by September 21, 2021, 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 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 will be included in the circular dated August 23, 2021, to be sent to the relevant UPOV body with a request for approval of the proposed decision(s) within 30 days (i.e. September 21, 2021);
  - b. If comments are received on a document that cannot be addressed by the Office of the Union, the document will be discussed at the session of the UPOV body concerned.
5. On October 11, 2021, a document on the outcome of the procedure by correspondence will be posted on the relevant webpages and the UPOV bodies notified accordingly.

Documents that would not be considered by correspondence

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

Yours sincerely,  
UPOV Secretariat