



TC/51/37

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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Geneva

TECHNICAL COMMITTEE

Fifty-First Session Geneva, March 23 to 25, 2015

POSSIBLE WAYS OF IMPROVING THE EFFECTIVENESS OF THE TECHNICAL COMMITTEE, TECHNICAL WORKING PARTIES AND PREPARATORY WORKSHOPS

Document prepared by the Office of the Union

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1. The purpose of this document is to provide proposals concerning possible means of improving the effectiveness of the Technical Committee, Technical Working Parties and Preparatory Workshops.

2. The following abbreviations are used in this document:

TC:	Technical Committee
TWA:	Technical Working Party for Agricultural Crops
TWC:	Technical Working Party on Automation and Computer Programs
TWF:	Technical Working Party for Fruit Crops
TWO:	Technical Working Party for Ornamental Plants and Forest Trees
TWV:	Technical Working Party for Vegetables
BMT:	Working Group on Biochemical and Molecular Techniques, and DNA-Profiling in Particular
TWP:	Technical Working Party

3. The structure of this document is as follows:

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BACKGROUND

4. The Technical Committee (TC) at its forty-ninth session, held in Geneva from March 18 to 20, 2013, considered document TC/49/3 "Matters arising from the Technical Working Parties" and received presentations by the Office of the Union on a survey of participants in the TWO, at its forty-fifth session, held in Jeju, Republic of Korea, from August 6 to 10, 2012, and in the TWF, at its forty-third session, held in Beijing, China, from July 30 to August 3, 2012, and an analysis of participation in the TC and the TWPs.

5. The TC noted the following proposals concerning possible means of improving the effectiveness of the TWPs, as a basis for future consideration:

- (a) the possible benefits of regional distribution of the TWP venues within a year, in order to maximize opportunities for participation;
- (b) inviting the TWPs to consider modifying the length (shorten or lengthen) of the TWP sessions according to the agenda and number of Test Guidelines to be discussed;
- (c) providing a summary of the main changes to, and key features of, relevant TGP documents (e.g. TGP/7, TGP/8 and TGP/14), under agenda item 3(b) "Reports on developments within UPOV";
- (d) preparing a "quick reference" guide document for TWP participants with extracts from, for example, documents TGP/7 and TGP/14, covering frequently arising matters in the Test Guidelines (e.g. ratio/shape, color, notes, types of expression, method of observation);
- (e) adding a decision paragraph in the TWP documents, to help to reach a clear conclusion on important points; and
- (f) inviting the TWPs to review the results of the survey of the TWO and TWF participants, at their sessions in 2013 (see document TC/49/41" Report on the Conclusions", paragraph 19).

6. In addition, the TC agreed that consideration should be given to the organization of subgroups for specific matters, e.g. TGP document subgroups and to the holding of Technical Working Parties in consecutive weeks, such as was arranged for the TWO and TWF (see document TC/49/41" Report on the Conclusions", paragraph 20).

7. The TC agreed to the proposal for the Office of the Union to organize a survey:

- (a) for participants at the TWP sessions in 2013, as proposed in Annex III of document TC/49/3;
- (b) for participants at the preparatory workshops in 2013, as explained in document TC/49/10;
- (c) for participants at the forty-ninth session of the TC as proposed in Annex IV of document TC/49/3; and
- (d) for those members of the Union that did not attend the TC and TWP sessions (see document TC/49/41" Report on the Conclusions", paragraph 21).

8. The TC agreed that consideration of possible means of improving the effectiveness of the TWPs should be deferred until its fiftieth session in order to consider the results of the surveys above (see document TC/49/41" Report on the Conclusions", paragraph 22).

9. The TC agreed that it would be important to survey the members of the Union that had not attended the TC and the TWPs in order to understand the reasons why they had chosen not to attend (see document TC/49/41" Report on the Conclusions", paragraph 23).

10. In relation to the proposals as set out in paragraph 5 of this document, the following measures were implemented for the TWP at their sessions in 2013:

- (a) an oral summary of the main changes, and key features of, relevant TGP documents (e.g. TGP/7, TGP/8 and TGP/14), under agenda item 3(b) "Reports on developments within UPOV";
- (b) addition of decision paragraphs in the TWP documents, to help to reach a clear conclusion on important points; and
- (c) invitation to the TWPs to review the results of the survey of the TWO and TWF participants, at their sessions in 2012.

DEVELOPMENTS IN 2014

Technical Committee

11. As requested by the TC at its forty-ninth session, participants in the TWP sessions in 2013, participants in the preparatory workshops in 2013, participants in the forty-ninth session of the TC, and the members of the Union that did not attend the TC and TWP sessions were invited to participate in surveys (see paragraph 7 of this document).

12. The TC at its fiftieth session, held in Geneva from April 7 to 9, 2014, considered document TC/50/35 "Improving the effectiveness of the Technical Committee, Technical Working Parties and Preparatory Workshops" and noted the summary of the participation in the surveys and the results of the surveys as presented in the document (see document TC/50/36 "Report on the Conclusions", paragraphs 132 to 140).

13. The TC noted that the results of the surveys in 2013 indicated that the following aims should be considered with regard to improving the effectiveness of the TWPs:

- Better use of time at TWP sessions;
- Improve understanding between TWPs (especially in the development of TGP documents);
- Increase participation by a greater number of participants; and
- Capitalize on TWPs and TC as an opportunity for training.

14. In addition to the information provided in Annex I to document TC/50/35, the TC noted the information provided in document TC/50/35, Annex II, containing information on attendance of members of the Union to the TC and TWPs in the last five years.

15. The TC agreed the following proposals concerning possible means of improving the effectiveness of the Technical Committee:

- (a) the report from the Office of the Union on developments in UPOV to be made available on the website in advance of the TC session;
- (b) to continue the use of PowerPoint presentations for the oral reports by TWP chairpersons;
- (c) oral reports by TWP chairpersons to focus only on items of particular relevance to their TWP; and
- (d) to provide conclusions at the end of discussion sessions.

16. The TC agreed that further consideration should be given to other proposals at its fifty-first session.

17. The TC considered the proposals concerning possible means of improving the effectiveness of the TWPs as set out in document TC/50/35 paragraphs 23 and 24, and agreed:

- (a) to revise TWP invitations, as proposed in document TC/50/35, Annex III; and

- (b) to make a survey of the participants at the TWP sessions in 2014, on the basis of document TC/50/35, Annex IV, and to include a question on whether participants to the TWPs and Preparatory Workshops had participated in the UPOV distance learning courses.

18. In the case of proposals that could imply cost or timing changes, the TC agreed that the TWPs should be invited to consider the proposals set out in document TC/50/35, paragraphs 23 and 24, on the basis of further information to be provided by the Office of the Union. The TC would consider those proposals, on the basis of the comments of the TWPs, at its fifty-first session.

Technical Working Parties

19. As requested by the TC at its fiftieth session, participants in the TWP sessions in 2014 were invited to participate in a survey (see paragraph 17 of this document).

20. A summary of the participation in the surveys is presented below:

Survey of participants at the TWP sessions in 2014

	TWA	TWC	TWF	TWO	TWV
Total number of participants	58	29	44	51	38
Total Number of participant countries / organizations	34	16	23	21	20
Number of replies (i.e. participants)	19	18	22	24	20
Response rate	33%	62%	50%	47%	53%

21. The results of the surveys are presented in Annex I to this document.

22. The TWPs were invited to consider proposals that could imply cost or timing changes. Their comments are presented in Annex II to this document.

23. At a meeting held in Geneva, on January 9, 2015, in conjunction with the Enlarged Editorial Committee meeting (TC-EDC), the Chairpersons of the TC and the TWPs reviewed the results of the survey, as provided in Annex I to this document.

24. It was concluded that the results of the surveys in 2014 indicated that the following proposals should be considered with regard to improving the effectiveness of the TWPs:

GENERAL	
	To be more specific for each TWP, e.g.: <ul style="list-style-type: none"> - Technical visit, - Matters to be discussed, - Workplan (e.g. time allocated for TGP vs. TGs)
	To Update document: "Guidance Note: UPOV Technical Working Party arrangements" (meeting arrangement and technical visit): <ul style="list-style-type: none"> - Name badges - Participant lists on large poster board - Notice board for announcement
	To review the document: "Guidance Note: UPOV Technical Working Party arrangements" and include the key points in a cover letter (e.g. encourage national workshop in conjunction with the session to take advantage of international experts presence in the country; indicate earliest date for the first TWP to be organized after the TC)
	To announce the next TWP venue on the first day of the session so participants have sufficient time to reflect on suggestion for the agenda and the technical visit (invite the host to explain the intended program, e.g. technical visit)
	To introduce a session for open discussion in a similar way to the session in the TC
WORKPLAN	
	To circulate the proposed TWP schedule of the week in advance
	To provide links to the documents in the program of the week on the UPOV website
DOCUMENTS	
	Decision paragraph to be continued in TWP documents
	Executive summary to be added to TWP documents
TEST GUIDELINES	
	To add information on the responsible TWP for Test Guidelines on the UPOV website
	To consider a multi-annual working plan for Test Guidelines
PREPARATORY WORKSHOP	
	To invite/ encourage experienced experts from members of the Union to participate in the preparatory workshop
	To organize small groups of participants with different levels of experience for the group exercises (as far as practical)
	To renew exercises for the preparatory workshops on a regular basis
	To organize E-workshops and workshop in conjunction with preparatory workshop on the use of the Web-based TG template, and guidance on the presentation of Test Guidelines at the sessions
	Pre-recorded e-workshops to be made available on the website

25. The chairpersons' meeting proposed that the following proposals presented to the TWPs in 2014 should not be considered further:

Survey in 2015
Change in the invitation and its distribution
Presentation of documents (already improved since 2014)
Request for participants to provide their comments in advance for TGP documents
Separate annual meeting to discuss TGP documents
Change on the day of the preparatory workshop (Sunday)

26. *The TC is invited to:*

(a) note the participation in the survey in 2014, as presented in paragraph 20 of this document;

(b) note the results of the surveys in 2014, presented in Annex I of this document;

(c) note the comments made by the TWPs at their sessions in 2014 on proposals that could imply cost or timing changes, as presented in Annex II of this document;

(d) consider the proposals concerning possible means of improving the effectiveness of the TWPS, as set out in paragraph 24 of this document; and

(e) agree that the proposals as set out in paragraph 25 of this document should not be considered further.

[Annexes follow]

SURVEY TO SEEK VIEWS ON THE EFFECTIVENESS OF TECHNICAL WORKING PARTIES,
PREPARATORY WORKSHOPS AND TECHNICAL COMMITTEE
SUBMITTED AT THEIR SESSIONS IN 2014
(comments in the original language received)

SURVEY 2013/ TWPs General information

	TWA	TWC	TWV	TWO	TWF
Total Number of Participants	86	47	53	43	40
Total Number of Participant Countries / organizations	32	14	20	22	20
Number of replies (i.e. participants)	22	12	22	24	14
%	26	26	42	56	35

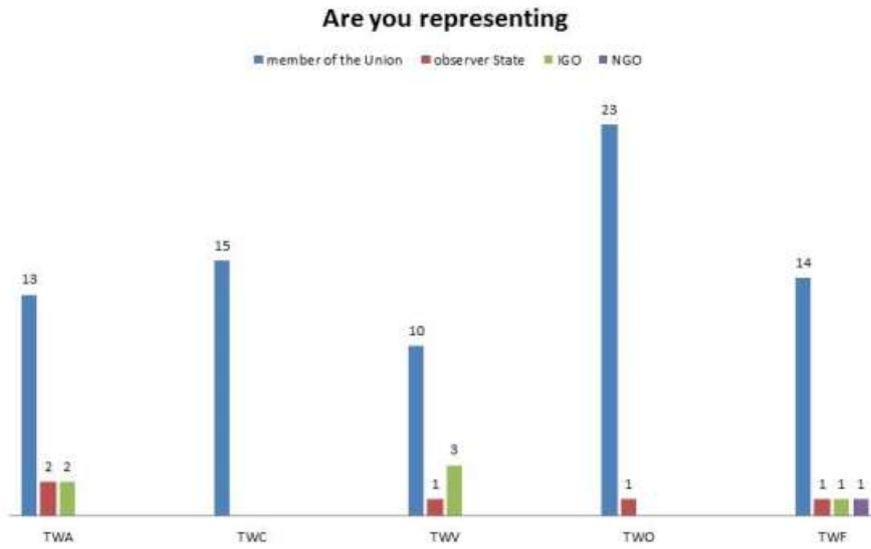
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SURVEY 2014/ TWPs General information

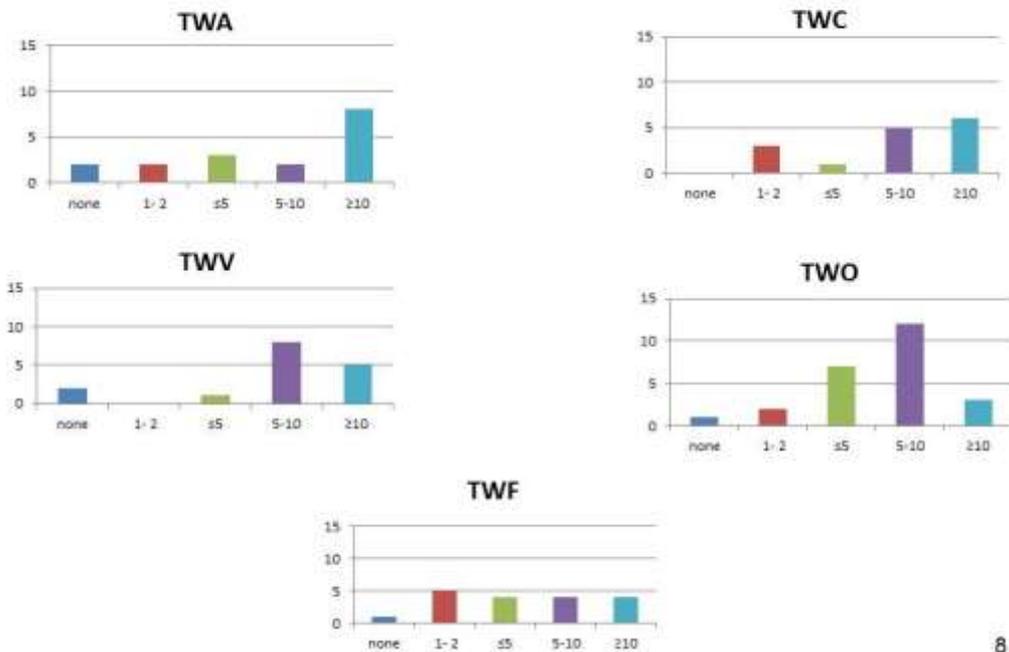
	TWA	TWC	TWF	TWO	TWV
Total Number of Participants	58	29	44	51	38
Total Number of Participating Countries / organizations	34	16	23	21	20
Number of replies (i.e. participants)	19	18	22	24	20
%	33%	62%	50%	47%	53%

5

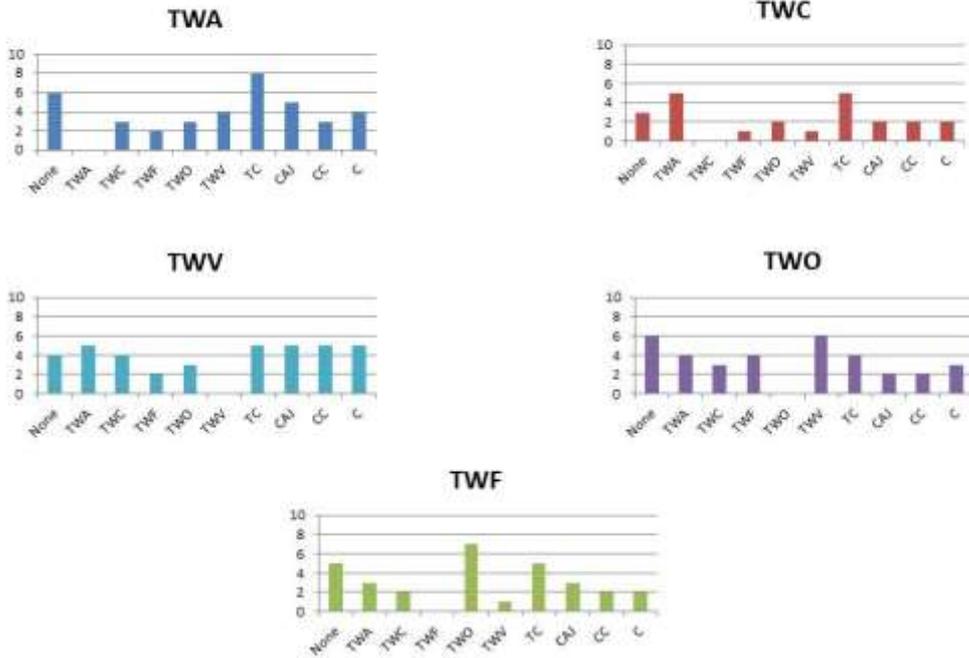
Who are you representing?



How many TWP meetings have you attended?

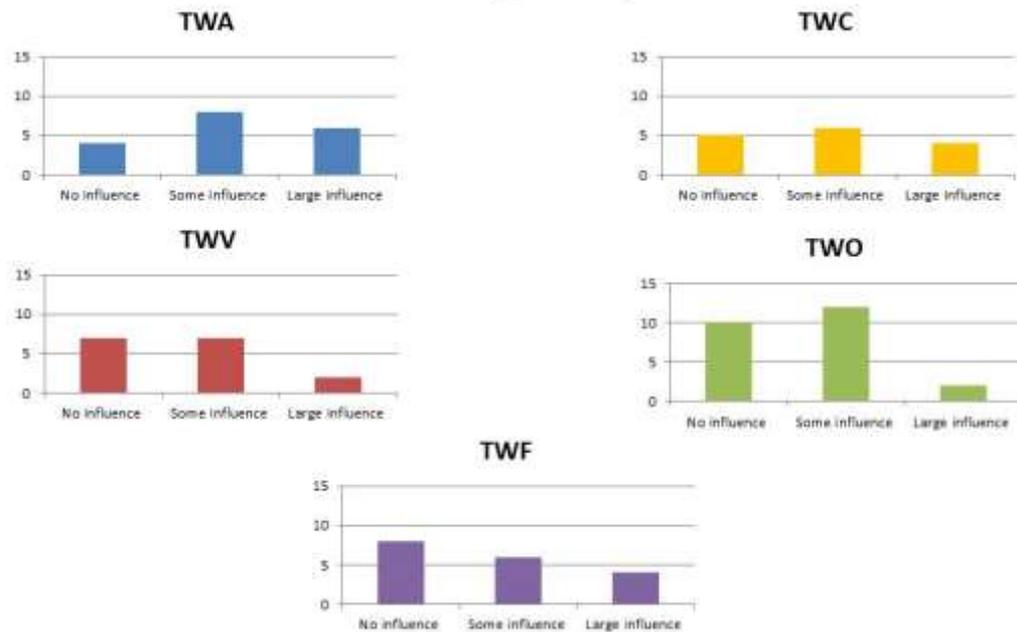


Have you attended other Technical Working Parties or other UPOV bodies?



9

How much does the Technical Visit influence whether or not you attend the Technical Working Party?



		 Lowest score  Highest score						
Q. 2) Please indicate the importance of each of the following features of the technical visit								
	TWA	TWC	TWF	TWO	TWV	Av.	scale	
<i>Scale: not important (1), slightly important (2), moderately important (3), very important (4), essential (5)</i>								
a) visit to PVP Office	2.7	N/A	2.9	2.9	3.3	3.0	/5	MODERATELY IMPORTANT
b) visit to DUS testing station and field trials	4.4	3.7	3.6	3.8	4.2	3.9	/5	VERY IMPORTANT
c) to view plants/trials linked to Test Guidelines discussed during the TWP session	3.9	N/A	3.6	3.6	4.0	3.8	/5	VERY IMPORTANT
d) to link it with specific topics during the week (e.g. TGP documents)	3.7	3.3	3.2	3.7	3.3	3.4	/5	MODERATELY IMPORTANT
e) view DUS testing methods	3.9	3.7	3.6	3.7	3.7	3.7	/5	VERY IMPORTANT
f) visit breeders' facilities	3.2	N/A	3.4	3.2	2.9	3.2	/5	MODERATELY IMPORTANT
g) view seed production/propagation facilities	2.8	N/A	2.6	2.4	2.6	2.6	/5	MODERATELY IMPORTANT
h) view of local agriculture/horticulture	3.0	N/A	3.5	3.1	2.9	3.1	/5	MODERATELY IMPORTANT
i) training on harmonization of variety descriptions [TWA only]	3.8	0.0	0.0	0.0	0.0	3.8	/5	
								11

Q. 3) What would be your preference for the format of the technical visit?								
<i>Scale: not suitable (1), acceptable (2), moderate preference (3), strong preference (4)</i>								
	TWA	TWC	TWF	TWO	TWV	Av.	scale	
a) full day technical visit	3.2	2.4	3.0	2.3	2.6	2.7	/4	MODERATE PREFERENCE
b) half-day technical visit	2.7	3.4	2.5	3.0	3.4	3.0	/4	MODERATE PREFERENCE
c) organize the TWP session in a convenient location for the meeting, even if means that it's a long distance for the technical visit	2.6	2.9	2.3	2.7	2.6	2.6	/4	MODERATE PREFERENCE
d) organize the TWP session close to a DUS testing station to allow easy access (e.g. daily), even if it means around 1 hour more commuting time each day to the TWP meeting venue	2.4	1.5	1.5	2.0	2.0	1.9	/4	ACCEPTABLE

	TWA	TWC	TWF	TWO	TWV	Av.	scale	
<i>Scale: very poor (1), poor (2), satisfactory (3), good (4), very good (5)</i>								
Q.4. were you able to view all presentations projected on screen easily?	4.2	4.1	4.2	3.3	4.1	4.0	/5	GOOD
Q.5. were you satisfied with the work program of the week (appropriate time given to documents)?	3.8	4.2	4.2	4.1	3.8	4.0	/5	GOOD
Q.6. were you satisfied with the introduction and the presentation of documents?	4.0	4.1	4.4	4.3	4.1	4.2	/5	GOOD
<i>Scale: not useful (1), moderately useful (2), useful (3), very useful (4)</i>								
Q.7. were the name badges useful?	3.0	3.3	3.1	3.3	3.3	3.2	/4	USEFUL
Q.8. was the list of participants useful?	3.8	3.7	3.8	3.7	3.7	3.7	/4	VERY USEFUL
Q.9. was the summary of the purpose and proposed decisions at the beginning of document TWP/XX/22 useful?	3.4	3.3	3.6	3.4	3.4	3.4	/4	USEFUL
<i>Scale: very poor (1), poor (2), satisfactory (3), good (4), very good (5)</i>								
Q.10. was the time spent on the introduction of documents appropriate?	3.9	3.3	4.2	4.2	3.9	3.9	/5	GOOD
Q.11. were you satisfied with the way in which Test Guidelines were presented/discussed at the TWPs?	3.5	N/A	4.2	4.0	3.8	3.9	/5	GOOD
								13

Comments

(on question 2(i)(j) TWA)/ Please indicate other features of importance in relation to the Technical visit)

TWA

- Need to share national test guidelines especially to new UPOV members.
- No comments.
- Visit to breeders' facilities, seed production or local horticulture/ agriculture is only interesting if no DUS tests are available in that place, General overview about structure of breeding industry, seed production, general agriculture should be given in the Meeting room.

TWC

- The PVR system and method of host country are very important and useful for participants.

TWF

- I strongly suggest that technical visits be done on DUS fields either in PVP office or at breeder's place. Discussion with breeders is also essential to highlight the importance of PVP in their seed business.
- It depends on the possibilities of a given authority, there should not be too much pressure for organisers as it might be too difficult to satisfy different needs.
- As already stated, opportunities should be explored to practically link the technical visit to meeting discussions and TGs or to see breeding or production activities for species covered in the meeting. Suggest that the Chairman and office provide more direction for the host regarding technical visits.

TWO

- It is desirable to have a connection between the technical visits and meeting discussions and TGs

TWV

- Visits to touristic/general agricultural or other not – UPOV related facilities to be organised in the evening or weekends before or after the session.
- When practicable, include crops being discussed in test guidelines.
- Exchange opinions between examiners about the way DUS trials are conducted, composition of variety collections, etc.

Comments

(on question 3 (e)/ : What would be your preference for the format of the Technical Visit ?)

TWA

- Have practical session for DUS scoring of characters.
- I prefer a meeting in a location close to an international airport. If there are no good places for Technical Visit near meeting location, good location for meeting is more important than an interesting technical visit.
- Convenient location depends on the situation with the host. Should not be a requirement defined by UPOV.

TWC [no comments]

TWF

- There could be logistic challenge when the meeting venue and technical visit site be proximate to each other. but it could be arranged by local organizer it would be highly appreciated. this, however, may mean additional cost or burden to the local organizer.
- Preferably both near each other, like it was in Marrakesh.
- The technical visit should not imply too much travelling; the priority should be the TWP session.
- Priority should be given to a meeting location in relation to an arrival/departure point rather than the technical visit.

TWO

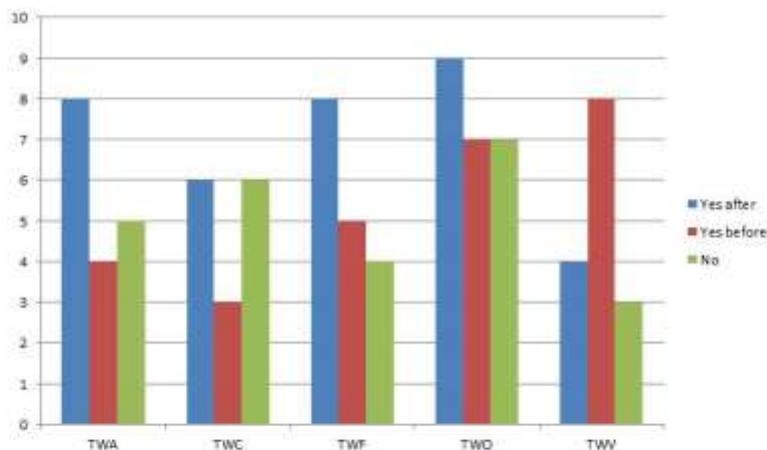
- The technical visit (half of full day) should entirely be adapted to what can be seen and may even be skipped if there is really nothing to be seen.
- Depends on conditions of DUS testing station of host country.
- Priority should be given to the meeting location in relation to the arrival/departure point.

TWV

- Two half day visits to a DUS testing facility with preferably the possibility of jointly see/judge trials that are relevant to the TWV agenda.
- Time is always the problem. Having the meeting on a DUS site would be preferable. Daily travel should be limited as much as possible.
- Should not spend too much travelling each day to the TWV meeting location.

15

Would it be a good idea to organize a whole day visit to the local testing station as an option?



Comments

(on question 5/ Please provide any other ideas or suggestions with regards to the Technical Visit)

TWA

- General remark: the invitation to the TWA indicated a closing time on the Friday at 17.30. However, when starting on the Monday of the TWA, closing time was announced as 12.00 on the Friday. This would have meant one day earlier departure. This discrepancy is unacceptable. It has already been voiced by several at the TWV, but has happened again at the TWA. There needs to be consistency in the messaging about the time schedule.
- If possible work on the guidelines in which we are working.
- Plant varieties to coincide with the meeting to allow for the characters to be observed to be prominent.
- the technical visit should not take too long. Many participants suffer from jet lag and want to go to sleep early. Argentina did very well in this respect!

TWC

- Maybe can do some specific things (e.g. DUS testing or photographing et al) with local staff during the technical visit.
- Plan in the technical visit a workshop on a topic of common interest with external expert too (e.g. statistical significance of the interaction genotype x environment)

TWF

- I remember the technical visit in New Zealand, it was really very good. short discussion with either the breeder or the DUS testing station is much welcome.
- The preparatory meeting could be in form of a visit where the paper exercises (adapted accordingly to the place) are illustrated or replaced by some practical observations to be made.
- A hands on or practical experience is valuable. Looking at fruit samples, fruit tasting, new assessment techniques.
- Technical visit should preferably be introduced to by a lecture, maps, etc. which allow the participants to prepare best for the trip, and not to see the visit as a recreation break from the TWP discussions.

[...]

17

Comments

(on question 5/ Please provide any other ideas or suggestions with regards to the Technical Visit)

TWO

- Half day visit, during the meeting is the best idea.
- Hosts should be aware that the technical visit should be closely linked to DUS-testing. If no DUS-testing is done by the host or not enough breeders would welcome the group the technical visit should be shorter than half a day. The local testing station is only valuable to look at if there is actual testing of ornamental plants.
- Arrange technical visit during the session, not before or after the session.
- Ad 4: visit maybe before or after - no preference; visit to a botanical garden may be adequate for certain ornamentals.
- I have been to the TWO sessions for several years and I always enjoy the technical visit, according to the place it can vary slightly, I don't think this is a problem.
- In before the session, I would like to know the outline of Technical Visit.
- The present method is ok.
- When it is possible, take time to interact with technical experts in DUS testing.
- Useful to see breeding or production of species under TG discussion or practical examples of meeting discussion points e.g. colour determination, variety collections.
- It is useful for the host to be able to demonstrate some aspects of their PVP system. It could be DUS trials, breeders' facilities or production facilities. However, requirements should not be too onerous for the host as it may affect the ability of a member to offer to host.

TWV

- It would be good to plan already the year before what trials and subjects there ideally should be to visit and discuss.
- To combine the technical visit with the preparatory workshop – so that questions can be answered in the field.
- A whole day visit to the local testing station could be organized, together with the preparatory workshop in order to have theoretical exercises (as now) + practical exercises (observations on plants/trials).
- It would be a good idea to have host experts cover specific crops where participants have opportunity to spend more time on crops of interest i.e. groups of interest during the visit.
- Organise a mini-DUS trial on one or more guidelines discussed at TWV in order to discuss contentious characteristics among experts.
- The Preparatory Workshop could be done in conjunction with the technical visit before the meeting. This way, would be possible to use practical examples to help the theory (using the plants of the trials).

Comments

(on question 4/ Were you able to view all the presentations projected on screen easily?)

TWA

- I had difficulties hearing all the comments. Microphones did not work very well and noise of air conditioning was rather loud.

- Under point 3, the BMT is missing.

TWC [no comments]

TWF [no comments]

TWO

- The light situation in the room was not very good.

- Difficulty with the WebEx. It would be better to avoid WebEx when it doesn't work properly.

- Sometimes is clear, another time it is not easy.

TWV

- The view was ok; more problematic is the sound. There should be qualitative good micros and loud speakers.

- However, sound quality was at times a bit poor.

- Regarding item 3, it's missing the BMT.

19

Comments

(on question 5/ Were you satisfied with the work program of the week (appropriate time given to documents)?)

TWA

- Perhaps there is much to discuss TGP documents and INF and should be worked more on the guidelines.

TWC [no comments]

TWF

- Meeting efficiency and timelessness should not be at the expense of opportunity for discussion, comments.

- Too limited time given to TGs.

TWO

- Too many documents to discuss, number of guidelines should be lower to have more time for general topics.

- Test guidelines arrived on time (thank you); other working documents came so late that I could read them on the plane only, 2 docs were sent after my departure.

- Good to strike a balance between timeliness and opportunities for comment/discussion.

TWV

- It was an excellent idea to send the week's work program by e-mail in advance of the meeting. That way could prepare oneself in advance, particularly if had to present one or more topics to the TWV.

20

Comments

(on question 6/ Were you satisfied with the introduction and the presentation of documents?)

TWA

- Introduction can be shorter.

TWC [no comments]

TWF [no comments]

TWO

- I think the introduction and the presentation of documents is adequate.

- Should be kept in mind the range of participant experiences and roles in national schemes present.

TWV

- Can be better. Documents should be circulated well in advance (no exceptions).

21

Comments

(on question 7/ Were the name badges useful?)

TWA

- Font too small. Try to achieve largest font possible, which increases legibility.

- I think the name badges are useful, but it was a little hard to see at this time.

- Letters should be larger.

- Main information is the name! Name and country should be indicated clearly and in sufficient size.

- Maybe better to make it more bigger than before.

TWC [no comments]

TWF

- The number of participants less than 30, so it easy to know everyone, especially repeat comers.

- But our names were written in small fonts. I suggest to enlarge the font size, so it could be visible.

- It is better with larger letters to see clearly, especially for name.

TWO

- + the name on the table.

TWV

- I would prefer receiving the list of registered participants (with photos if possible) in advance of the meeting.

22

Comments

(on question 8/ Was the list of participants useful?)

TWA

- But should be distributed in advance as a draft.

TWC [no comments]

TWF [no comments]

TWO

- Mainly when writing the report for my country.

TWV

- Better having before the meeting a preliminary one.

23

Comments

(on question 9/ Was the summary of the purpose and proposed decisions at the beginning of document TWP/xx/22 useful?)

TWA [no comments]

TWC [no comments]

TWF

- Useful for the number of times covered. Splitting such a document may require consideration if the topic list is lengthy.

TWO

- But could be a bit more detailed.

- A document such as this needs to be managed with respect to size. Too many topics would reduce usefulness.

TWV

- Can be better. Documents should also be shorter without the complete history (could be added as an annex).

24

Comments

(on question 10/ Was the time spent on the introduction of documents appropriate?)

TWA [no comments]

TWC

- Could have been a little clearer and longer in some cases.

TWF

- Some may require a little more detail keeping in mind that participants have varying experience, differing roles nationally and contact with other UPOV bodies.

TWO

- For certain documents the introduction could be a little more detailed.

- Please insist on the status of the document, the next steps...

- Because the participants are from countries, English might not be the mother language to many people.

- As for 6.

TWV

- Sometimes the introduction takes too long. Certain documents (like the proposed changes of a single letter or digit) should not be accepted at all. Those modifications can be done later.

25

Comments

(on question 11/ Were you satisfied with the way in which Test Guidelines were presented/discusses at the TWPs?)

TWA

- I wish that when the guidelines are discussed, presented more background. For example, some species are not known by some experts and viewing photographs (for example), they could contribute much more. This session was discussed quinoa and very few experts knew the species and fewer differences between varieties.

- I think that the leading expert should be well prepared and the comments made by interesting experts should either have been take up and included in a revised version of the draft TG or in case that the leading expert didn't agree with a comment an explanation should be provided.

- Could be better, has also to do with the leading expert.

- Leading expert should not only moderate but also propose and explain his/her favourite solution, thus take/propose a position.

TWC [no comments]

TWF

- Some of them were poor, some satisfactory, some good or very good, very different levels, more comments before the meeting would be helpful.

- TWF does have an informal mentoring system where experienced participants help newer drafters but this could be formalised and a leading expert could nominate an advisor and recorded the minutes.

TWO

- That always depends on the leading expert.

- Some guidelines are better prepared than others...

- I consider that in some cases discussions in particular points are too long in detriment of other important issues of the Test Guidelines....

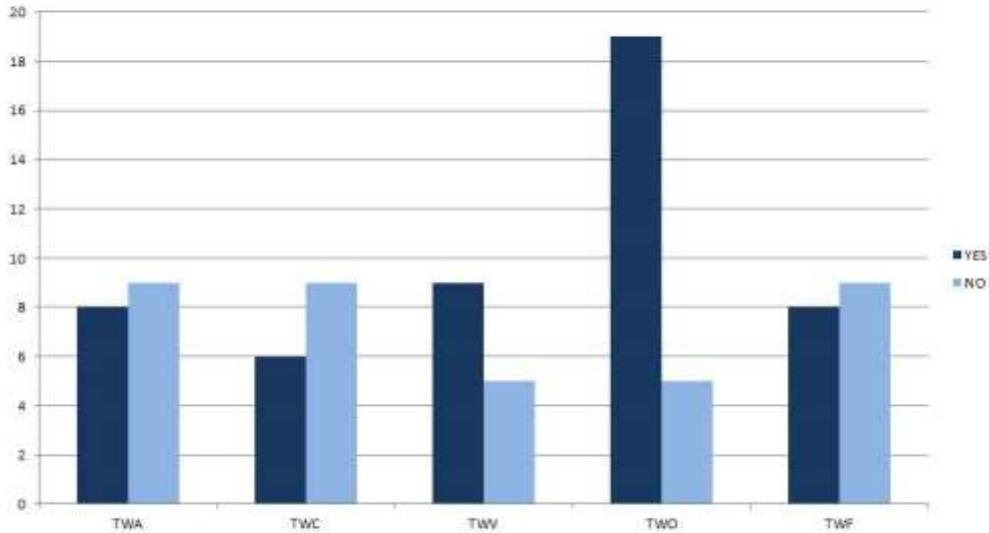
- Consider development of a mentoring scheme to assist new leading experts, allowing access to an experienced drafter as an editor. This does occur informally but could be incorporated as an option for a new drafter.

TWV

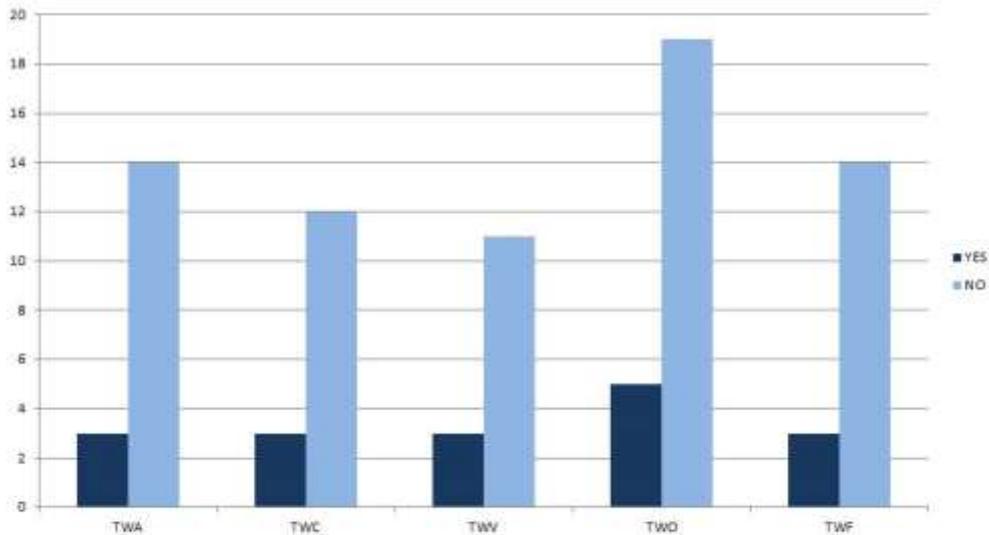
- Can also be better. Discussions take sometimes much too long. The leadpersons should perhaps be better trained for the job.

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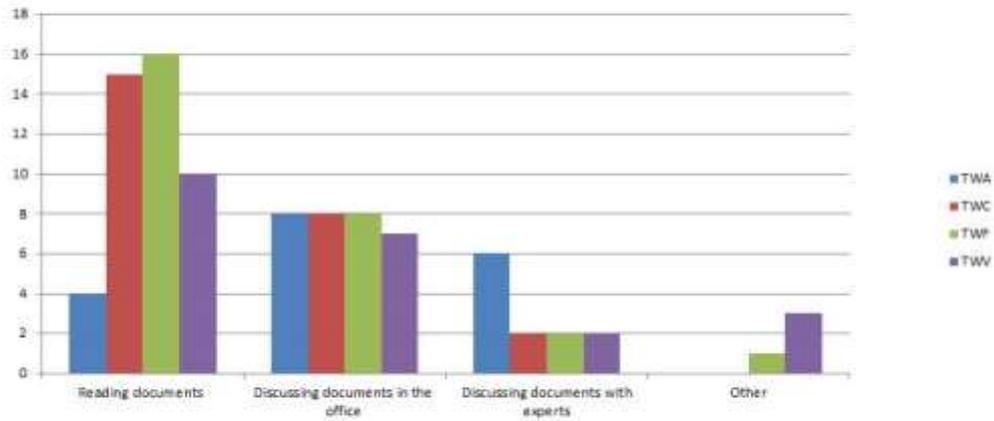
Have you participated in the UPOV Distance Learning Course DL-205?



Have you participated in the UPOV Distance Learning Course DL-305?



Prior to the session, how did you prepare for the meeting?



29

Comments

(on question 14/ Prior to the TWP session, how did you prepare for the meeting?)

TWA

- By consulting our breeders.
- Final remark: internet connection in the room should be better.

TWC [no comments]

TWP

- Third choice is the best. However i was not able to do it.
- I read some documents not all of them.
- Collecting national information relative to meeting topics.
- By discussing with experts from different sciences concerned by the documents.

TWO [question not included in TWO survey]

TWV

- By discussing with a DUS working group (9 persons) set up for this purpose in ESA.
- By discussing the documents with other members of our organization.

30

[Annex II follows]

COMMENTS OF THE TWPS ON PROPOSALS FOR IMPROVING THE EFFECTIVENESS OF THE TECHNICAL COMMITTEE,
TECHNICAL WORKING PARTIES AND PREPARATORY WORKSHOPS

Technical Working Parties					Proposed conclusion
General					
(a) conduct a survey of TWP participants in 2014 in order to identify further areas for improvement and to obtain feedback on the effectiveness of measures already taken					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> • second survey would be more effective in gathering views from more participants. • separate analysis should be prepared according to the number of sessions a respondent has participated. Respondents may have different views according to experience in UPOV meetings 	<p>The survey would be an additional method to express participant's views on improving effectiveness to discussions during TWC meetings.</p> <p>The survey would provide opportunity for written comments and would allow participants sufficient time for elaboration.</p>	<ul style="list-style-type: none"> • To make the survey available during the meeting • To encourage a higher response rate • To add a question on "How to encourage participants to be prepared for the meeting" 	<ul style="list-style-type: none"> • to have the survey available during the week of the TWP meeting • to allow time for discussion on the survey 	<ul style="list-style-type: none"> • agreed • interesting to have feedback from participants • to be decided year-by-year 	<ul style="list-style-type: none"> • done
(b) review the TWP invitations in order to ensure that information is disseminated to all appropriate persons					
TWA	TWC	TWF	TWO	TWV	
	<p>The invitations should also reach participants to the previous session of the TWC.</p>	<ul style="list-style-type: none"> • To be sent by email at least 3 months before the meeting • To post the invitation on the UPOV website • To mention in the invitation the participants at the previous session • To improve distribution of the invitation but it must go through the UPOV representatives as it is a matter for the UPOV member and the relevant national authority to disseminate to the appropriate persons 	<ul style="list-style-type: none"> • to periodically inform the UPOV representatives on the list of designated persons and check for updates • to make a list of designated persons accessible on the UPOV website 	<ul style="list-style-type: none"> • support the idea even if the distribution seems to be already efficient • encourage the idea of geographical distribution • to be more precise on the invitation (e.g. additional costs) • to ensure to reach good person in authorities to allow the possibility for designated persons to invite experts 	<ul style="list-style-type: none"> • distribution of invitations is governed by specific procedures • designation of representative in UPOV bodies is a matter for the Council representative

		<ul style="list-style-type: none"> The list of designated persons for the relevant TWP should be checked on a frequent basis 			
<p>(c) in order to encourage greater participation by all participants in the TWP sessions, to request participants at the beginning of the session to introduce themselves and to briefly (in 30 seconds) report the most important issue they faced at that time. Matters of broad interest could then be considered for further discussion at an appropriate time</p>					
TWA	TWC	TWF	TWO	TWV	<ul style="list-style-type: none"> no further specific action required
<ul style="list-style-type: none"> not supported in the format proposed pressing issues should be included in a separate part of the country report. discussions on relevant issues identified should be included in the agenda for upcoming sessions to allow sufficient time for preparation. 	<p>An invitation should be sent to participants for the preparation of a topic to be presented.</p> <p>This would be an opportunity to share topics that are not sufficiently prepared to be discussed as a meeting document.</p> <p>Allows a general overview of interests among participants.</p>	<ul style="list-style-type: none"> Agreed with the 2 proposals Need to allocate time in the agenda Should be voluntary not mandatory Should be just before coffee break to allow time for further discussion during the break 	<ul style="list-style-type: none"> to indicate in the agenda issues of particular relevance for discussion during each TWP issues of particular relevance for discussion should be informed in advance along with first invitation to TWP where possible/appropriate combine discussion on relevant issues with technical visit to organize workshops on issues of particular relevance for TWP to balance the number of Test Guidelines discussed to allow time for discussion of relevant issues where possible the work program timings should allow opportunity for informal inter-sessional discussions of participants (e.g. by allowing a longer period around lunch) 	<ul style="list-style-type: none"> agreed, but should be very brief to take into consideration non-native English speakers/participants to clarify that this should be complementary to the country report to allow at least one minute per participant 	

(d) organize presentations by experts of members of the Union on topical and relevant matters				
TWA	TWC	TWF	TWO	TWV
<ul style="list-style-type: none"> this approach is currently used and should be continued item should be introduced in the agenda for next session discussions should be structured with sharing of information (presentation or document) in advance of the session 	<p>Allows the demonstration of practical work and case studies. Has been successfully used previously in the TWC.</p>	<ul style="list-style-type: none"> The matters need to be identified and seen as relevant for the TWP Should be in the agenda Was already implemented in 2014 and brought some interesting technical discussions Useful to share experiences 	<ul style="list-style-type: none"> the format is useful for providing concrete examples invitations to make presentations should be sent in sufficient time for the presenters to prepare useful to engage discussions with participants 	<ul style="list-style-type: none"> agreed allocating a specific time (e.g. 5 to 10 minutes per presentation)
<p>(e) request hosts to provide:</p> <ul style="list-style-type: none"> name badges for all participants (including local participants), a large poster board with the participant names and photographs and a space for each participant to indicate their area of particular interest (specifically including local participants), a notice board for host announcements (e.g. visits), 2 projector screens in large rooms (at opposite ends of room) <p>include hyperlinks to locate agenda items in the agenda and program for the week</p>				
TWA	TWC	TWF	TWO	TWV
<ul style="list-style-type: none"> name badges are important other items could be used at the discretion of the host but should not be compulsory guidance for hosts should mention that size of table for participants should allow sufficient space to work area of expertise could be included in the list of participants hosts could create mailing lists and social media for sharing information to facilitate localizing documents 	<p>Measures considered useful and should be undertaken. Facilitates interaction among participants.</p>	<ul style="list-style-type: none"> Name badges are already implemented To elaborate the list of participants, including areas of expertise Announcement board would be welcomed Additional changes should not have additional costs for the host Guidance should not be too prescriptive on the requirements for the host 	<ul style="list-style-type: none"> general support for the proposals listed guidance for host needs to be updated to provide more details/examples on suitable arrangements. to specify that poster board to display information could be simple. The participants and UPOV could provide the information to be placed on the board at the beginning and during the meeting as required. 	<ul style="list-style-type: none"> disagreed on the idea of 2 projector screens, if needed it would be better to have TV screen, minimizing the impact on budget poster board proposal not supported to add a box in the list of participants for areas of interest keep it simple for the host, just ensure information is well spread list of participants to be distributed in advance

to be considered when drafting the agenda for the subsequent TWP session

guidance note to be updated to encourage the host to provide requested elements

TWP documents					
(f) provide a summary of the purpose and proposed decisions at the beginning of TWP documents					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> • general support for inclusion of executive summary • comments by other TWP are useful to summarize discussions 	<p>The summary would be useful to highlight the proposal to be considered and to facilitate general understanding of document. External drafters of documents should be requested to provide a summary of the text elaborated. Provides a tool to improve the organization of information presented in the document. Could also present a summary of key features of document.</p>	<ul style="list-style-type: none"> • Agreed with the idea of an executive summary • Would be a great improvement 	<ul style="list-style-type: none"> • summary is useful and should be used • should clarify the next steps on discussions of the document 	<ul style="list-style-type: none"> • agreed 	<ul style="list-style-type: none"> • executive summary to be added to documents
(g) post documents sufficiently in advance of the meetings					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> • to establish deadlines for posting documents online • documents later than certain number of weeks prior to TWP session (e.g. 2 weeks) should be removed from agenda 	<p>Documents with technical nature should be posted sufficiently in advance of the meeting to allow consultations and time for consideration. Important due to the amount of information discussed at each session and the extensive background information in some cases.</p>	<ul style="list-style-type: none"> • To define sufficient time (e.g. 2 weeks to 1 month) • Constitute a key for proper preparation of participants 	<ul style="list-style-type: none"> • first TWP should take place allowing sufficient time after the TC session 	<ul style="list-style-type: none"> • agreed • ensure drafters provide their inputs on time 	<ul style="list-style-type: none"> • to update the host guidance to encourage hosts to avoid proposing TWP dates earlier than 6 weeks after the TC session
(h) continue to include decision paragraphs in TWP documents					
TWA	TWC	TWF	TWO	TWV	
<p>general support to keep decision paragraphs</p>	<p>Decision paragraphs should continue to be used.</p>	<ul style="list-style-type: none"> • Considered to be very helpful 	<ul style="list-style-type: none"> • decision paragraphs are useful and should continue to be used 	<ul style="list-style-type: none"> • agreed 	<ul style="list-style-type: none"> • discussion paragraph to be included

(i) minimize the time for presentation of documents, particularly where presented for information only					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> all documents should be allowed sufficient time for presentation even if for information only. documents that inform about work being developed in other TWPs should be presented 	The TWPs should be informed on all topics being discussed but the allocation of time for presentation and discussion of each topic should be considered according to the relevance for each TWP.	<ul style="list-style-type: none"> Documents need sufficient time to allow discussion Need to find a good balance under the governance of the Chairperson 	<ul style="list-style-type: none"> all documents should continue to be presented to all TWPs level of detail on presentation of documents should be according to relevance to TWP and in agreement with relevant Chairperson 	<ul style="list-style-type: none"> agreed but allow time for questions allow time for participants to contribute in advance, even when documents are presented for information to be indicated in the agenda (for consideration/for comment...) 	<ul style="list-style-type: none"> see results from survey 2014. presentation of documents has already improved
Test guidelines					
(j) request TWP designated persons to make proposals for new or revised Test Guidelines in advance of the TWP session					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> TWP designated person could be requested to make proposals which should be presented during the TWP session. 	not applicable for the TWC	<ul style="list-style-type: none"> Should be complementary to proposals made during the course of the meeting <p>Could be interesting to share first proposals before the session in order to consult experts in authorities</p>	request for proposals in advance should be implemented	<ul style="list-style-type: none"> agreed will help to have a list of adopted Test Guidelines containing the date of the last revision 	<ul style="list-style-type: none"> the date of the last revision Test Guidelines is available on the UPOV website to consider adding information on the responsible TWP for Test Guidelines
(k) circulate the proposed schedule of TG to be discussed during the session to TWP participants one week before the TWP session					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> draft program of the week should be circulated before the TWP session 	It would be useful to circulate the work program for the week before the TWP.	<ul style="list-style-type: none"> Good proposal in order to avoid conflict and allow experts to join the relevant subgroup Should be circulated at least one week before the meeting 	<ul style="list-style-type: none"> the draft program of work for the week should be circulated in advance, including discussion on TGP documents, date of technical visit and reception to include disclaimer/clarification that the program will be reviewed at the beginning of the week and may change 	<ul style="list-style-type: none"> agreed should be even more in advance (e.g. 2 weeks) ensure consistency between, agenda, work plan, documents to provide link to the documents in the WP 	<ul style="list-style-type: none"> to circulate the proposed TWP schedule in advance but to clarify the agenda is subject to approval at the beginning of the session to provide link to the documents (see

					UPOV sessions in Geneva)
(l) improve preparation of Test Guidelines and presentation of Test Guidelines at TWPs by the Leading expert by:					
<ul style="list-style-type: none"> • training (e.g. electronic training workshops, including the use of the Web-based TG template, and guidance on the presentation of Test Guidelines at the sessions), • providing UPOV comments in advance 					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> • subgroups with small number of interested experts should be balanced with participation of more experienced participants • to provide a forum for information for Leading Experts • to discuss some Test Guidelines during plenary sessions to create capacity among participants • to have two experts for presenting complex Test Guidelines • to visit trials on Test Guidelines under discussion and address specific issues in the field, if possible 	<p>Guidance for drafters was already available on the UPOV website.</p> <p>Useful to remind its availability.</p>	<ul style="list-style-type: none"> • Support needed on the web-based TG template training which would improve the preparation and probably the presentation of Test Guidelines • Document TGP/7 contains also Guidance Notes which could be useful in the training of the LE and should be included in the training • As soon as possible (e.g. 2 weeks before the session) in order to collect the proposal and study the proposal • The discussion at the TWP should be just to agree on the draft and not to have new proposals 	<ul style="list-style-type: none"> • e-workshops should be recorded and made available on the UPOV website • e-workshops should be repeated during the preparatory workshops • new web based TG template will reduce number of editorial comments by the Office of the Union 	<ul style="list-style-type: none"> • agreed • to ensure the diffusion of the 1st draft is circulated to all Interested experts • agreed sufficiently in advance (e.g. 10 days) 	<ul style="list-style-type: none"> • to consider e-workshops on the use of the Web-based TG template, and guidance on the presentation of Test Guidelines at the sessions • pre-recorded e-workshop to be available on the website • UPOV provides comments on TGs in advance
TGP documents					
(m) request participants to provide their comments on TGP documents in advance of the TWP session, according to a specified date					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> • proposal not supported • feasible only for documents that could be available online 6 weeks before the meeting. • should be requested in particular cases only • useful for participants 	<p>Generally not supported by the TWC.</p> <p>Would require additional coordination work and sufficient time to get clearance prior to submission of comments.</p>	<ul style="list-style-type: none"> • This should not avoid discussion during the session • Should not be mandatory • Should be complementary with comments during the session 	<ul style="list-style-type: none"> • there was no consensus from the TWO • could increase time necessary to introduce the comments received along with the introduction of the document • could be useful for some particular issues 	<ul style="list-style-type: none"> • is not seen as necessary • could be helpful but should not avoid comments and discussion during the meeting 	<ul style="list-style-type: none"> • Proposal not supported by the TWPs

<p>who could not attend a session or wish to comment in written.</p> <ul style="list-style-type: none"> could reduce importance of attendance to meetings it should be avoided that written comments submitted in advance replace discussions during the meeting. 			<ul style="list-style-type: none"> should not become mandatory for all topics could lead to longer documents non-systematized information may not be useful a blog could be established (perhaps on the UPOV website) for discussion on particular issues 		
<p>(n) organize a separate, annual meeting of a working group to discuss TGP documents in the week before the TC sessions in Geneva. The meetings would be open to all TC and TWP designated persons and consideration would be given to the possibility to view the meeting electronically</p>					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> proposal not supported would not increase attendance discussion on TGP documents requires inputs from crop experts during TWP sessions 	<p>Proposal not supported by the TWC. Would increase cost and time to attend additional meeting. The specific focus of each TWP would be important for discussion of TGP documents.</p>	<ul style="list-style-type: none"> Would have a big impact on cost Could disconnect the experts with technical matters contained in TGP documents and disconnect TGP documents from the reality in the fields Could be appropriate in a particular case on relevant matters (e.g. special working group) 	<ul style="list-style-type: none"> the TWO did not support a separate meeting to discuss TGP documents reduces the number of participating experts in discussions discussion on TGP documents is important for capacity building in Technical Working Parties agenda of TWPs should be balanced to allow time for discussion of relevant TGP documents 	<ul style="list-style-type: none"> disagreed do not see the usefulness of such separate meetings better to have discussion in TWV electronic means will decrease the participation in discussion necessary to keep the experts in touch with technical matters and TGP documents 	<ul style="list-style-type: none"> Proposal not supported by the TWPs
<p>(o) in conjunction with this approach, to report on significant developments at TWPs, without detailed discussion of individual TGP documents to reduce the amount of time used to discuss TGP documents</p>					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> proposal not supported to allow time for discussion on technical matters relating to implementing the PVP system to reduce the amount of time used to discuss 	Not supported.	Not supported	<ul style="list-style-type: none"> approach not supported 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Proposal not supported by the TWPs

TGP documents					
Technical visit					
(p) conduct a survey of TWP participants of their requirements for technical visits					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> survey should seek preferences or interests from experts for technical visit. outcomes of survey should not become a requirement for hosts of Technical Working Parties 	<p>The survey was supported. Hosts of TWPs should have flexibility to propose the technical visit and demonstrate areas of interest.</p>	<ul style="list-style-type: none"> The technical visit should <ul style="list-style-type: none"> be largely determined by the host, with some guidance provided focus on DUS examination trial if possible include practical exercises for examination of varieties to share experience and knowledge be relevant for the interest of the TWPs and participants 	<ul style="list-style-type: none"> to provide guidance for hosts on objectives of technical visit flexibility is necessary to adjust to local conditions careful consideration on logistics for transportation of participants 	<ul style="list-style-type: none"> agreed to have the technical visit in conjunction with the preparatory workshop important to let the host propose and organize to consider the impact for the host to consider having closer relation between the plants discussed during the week (e.g. TGs) and the technical visit 	<ul style="list-style-type: none"> done: see survey 2014
Preparatory Workshops					
(a) if the length of time spent on TGP and information documents is reduced, to hold the preparatory workshops on Monday in order to encourage all TWP participants to attend the Preparatory Workshop					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> approach not supported would reduce time of discussions during TWP session to review the purpose of the preparatory workshop for training on UPOV system. could be used to introduce particular topics to be further discussed during the session 	<p>This proposal was considered ineffective to encourage participants to attend the Preparatory Workshop.</p>	<ul style="list-style-type: none"> Approach not supported Would have a negative impact of the time left in the week as it would reduce time for discussion on other technical matters 	<ul style="list-style-type: none"> the TWO considered such an approach would not be effective for improving attendance at the preparatory workshop no significant cost reduction associated available time during the week could be better used for discussion of matters of particular relevance to the TWP 	<ul style="list-style-type: none"> Not applicable -see (n) 	<ul style="list-style-type: none"> Proposal not supported by the TWPs
(b) to use more, shorter presentations and use experts from members of the Union as presenters					
TWA	TWC	TWF	TWO	TWV	
<ul style="list-style-type: none"> general support for using shorter presentations 	<p>This proposal could be implemented but was not</p>	<ul style="list-style-type: none"> Agreed Would need 	<ul style="list-style-type: none"> experts could be used to present real 	<ul style="list-style-type: none"> agreed 	<ul style="list-style-type: none"> to be considered further with regard

<p>and more practical exercises</p> <ul style="list-style-type: none"> to revise the content of the preparatory workshop could include or detail specific topics from online distance training courses DL-205 and DL-305 	<p>considered critical for improving the effectiveness of the Preparatory Workshop.</p>	<p>participation from the expert during the Preparatory Workshop</p>	<p>examples during preparatory workshop</p> <ul style="list-style-type: none"> could lead to reduction of UPOV content presented to request participants to express main interests for clarification during the preparatory workshop existing UPOV presentation materials could be used by presenters and tailored to suit their style additional benefit that presenters would become more familiar with UPOV presentation and materials should ensure that presentations by experts remain consistent with UPOV guidance 		<p>to the implication for experts (preparation and participation time) and extra organization work for the UPOV Office</p>
<p>(c) to continually renew exercises for existing topics</p>					
<p>TWA</p>	<p>TWC</p>	<p>TWF</p>	<p>TWO</p>	<p>TWV</p>	
<ul style="list-style-type: none"> general support for renewing exercises 	<p>Case studies could be presented to stimulate discussions</p>	<ul style="list-style-type: none"> Agreed with examples relevant for the TWP 	<ul style="list-style-type: none"> exercises should use examples from Test Guidelines relevant for each TWP to develop exercises on number of notes observable and on selection of characteristics for international harmonization (asterisk) 	<ul style="list-style-type: none"> agreed 	<ul style="list-style-type: none"> to renew exercises on a regular basis
<p>(d) to organize small groups of participants with different levels of experience for the group exercises</p>					
<p>TWA</p>	<p>TWC</p>	<p>TWF</p>	<p>TWO</p>	<p>TWV</p>	
<ul style="list-style-type: none"> useful to have to have a more experienced participant in the groups 	<p>Group exercises should continue to be organized in small groups of participants with different levels of</p>	<ul style="list-style-type: none"> Agreed 	<ul style="list-style-type: none"> better interaction within participants groups should have participants with different 	<ul style="list-style-type: none"> agreed 	<ul style="list-style-type: none"> to organize small groups of participants with different levels of

	experience and from different regions.		levels of experience • to inform on the timetable for circulation of draft TGs and posting on the web (document TGP/7 Section 2.2.5.3)		experience for the group exercises as far as practical
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[End of Annex II and of document]