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REVISION OF DOCUMENT TGP/7: DRAFTER'S KIT FOR TEST GUIDELINES

*Document prepared by the Office of the Union**Disclaimer: this document does not represent UPOV policies or guidance*

EXECUTIVE SUMMARY

1. The purpose of this document is to present a proposal for a revision of document TGP/7 "Development of Test Guidelines" to reflect the introduction of the web-based TG Template.
2. The TC is invited to:
 - (a) note that all Leading Experts prepared the draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template;
 - (b) note that all Interested Experts were required to provide their comments on draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template;
 - (c) note the issues addressed in response to the comments by Leading and Interested Experts that participated in the testing of the prototype of the web-based TG Template, as set out in paragraphs 26 and 27 of this document;
 - (d) consider the proposal to standardize the format of the Table of Characteristics in all Test Guidelines with a structure as set out in paragraph 28 of this document;
 - (e) consider developing guidance on the order of the methods of observation for a characteristic in the Table of Characteristics to indicate that the most commonly used method was displayed first;
 - (f) note the timetable for development of the web-based TG Template, as set out in paragraphs 31 to 34 of this document;
 - (g) note that all Test Guidelines will be generated automatically by the web-based TG Template from 2016, after Version 1 is finalized; and
 - (h) consider the proposal to revise document TGP/7 to reflect the introduction of the web-based TG Template after Version 1 is finalized.

3. The structure of this document is as follows:

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4. The following abbreviations are used in this document:

TC:	Technical Committee
TC-EDC:	Enlarged Editorial 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
TWPs:	Technical Working Parties
TWV:	Technical Working Party for Vegetables

BACKGROUND

5. The TC, at its fiftieth session, held in Geneva from April 7 to 9, 2014, agreed that document TGP/7 Section 4.3: "Drafter's Kit for Test Guidelines" and Annex 4 "Collection of Approved Characteristics" should be revised, subject to the introduction of the web-based TG Template in 2014 (see document TC/50/36 "Report on the Conclusions", paragraph 70).

6. Developments prior to 2015 are presented in document TC/51/36 "Web-based TG Template".

WEB-BASED TG TEMPLATE

Comments by Leading and Interested Experts during testing

7. The Office of the Union received the following comments by Leading and Interested Experts that participated in the testing of the prototype of the web-based TG Template while preparing the draft Test Guidelines to be discussed during the TWPs at their sessions in 2015:

- (a) Allow use of italics and underlined text;
- (b) Improve the organization of images in explanation of characteristics (Chapter 8.2);
- (c) Improve formatting of the Test Guidelines generated;
- (d) Provide a print preview for each Chapter;
- (e) Allow inclusion of annexes and/or growth stage keys (Chapter 8.3);
- (f) Ensure compatibility with different web browsers versions;
- (g) Provide a link to templates for grids for shape characteristics that include ratio elements;
- (h) Enable printing of comments by interested experts sorted by interested expert or characteristic;
- (i) Provide more options in Chapter 4 "Assessments" for complex arrangements of Uniformity assessment.

Comments by the Technical Working Parties

8. At their sessions in 2015, the TWV, TWC, TWA, TWF and TWO considered documents TWV/49/12, TWC/33/12, TWA/44/12, TWF/46/12 and TWO/48/12 "Revision of document TGP/7: Drafter's Kit for Test Guidelines", respectively (see documents TWV/49/32 Rev. "Revised Report", paragraphs 25 to 34; TWC/33/30 "Report", paragraphs 43 to 50; TWA/44/23 "Report", paragraphs 23 to 29; TWF/46/29 Rev. "Revised Report", paragraphs 18 to 28; and TWO/48/26 "Report", paragraphs 16 and 25).

9. The TWV, TWC, TWA, TWF and TWO noted that all Leading Experts had prepared the draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template.

10. The TWV, TWC, TWA, TWF and TWO noted that all Interested Experts had been required to provide their comments on draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template.

11. The TWV, TWC, TWA, TWF and TWO noted the issues being addressed in response to the comments by Leading and Interested Experts that participated in the testing of the prototype of the web-based TG Template, as set out in paragraph 7 of this document.

12. The TWV, TWC, TWA, TWF and TWO received a demonstration of the planned resolution of the issues addressed in the prototype of the web-based TG Template, as set out in paragraph 7 of this document.

General comments

13. The TWV proposed the following further improvements:

- Addition of hyperlinks in the exported documents to the symbols indicating that a characteristic has explanations covering individual and/or several characteristics in the Table of Characteristics in order to facilitate navigation in the document;
- Addition of disclaimer for Leading Expert that all text, photographs, illustrations or other material used in the Test Guidelines that is subject to third party rights have the necessary permission for use by the third party;
- Possibility to adapt Standard and Additional Standard Wording to mushrooms (e.g. replacement of "plant material" by "material", "plants" by "fruit bodies");
- Possibility for Interested Experts to provide illustrations;
- Possibility to display large tables in landscape format, such as for indication of growth types.

14. The TWF agreed that Leading Experts should be able to make comments on their draft Test Guidelines in order to provide further information during the period for comments by the Interested Experts.

15. The TWF agreed that more user accounts should be created to allow other experts to provide comments on draft Test Guidelines within the Web-based TG Template, in agreement with the designated TWP persons.

16. The TWO agreed to request the Office of the Union to explore the possibility to include the comments by the Office of the Union on draft Test Guidelines in the web-based TG Template, in order that the Leading Expert would have all the comments in the web-based TG Template.

17. The TWV highlighted the importance of appropriate training on the use of the web-based TG Template in conjunction with the TWP sessions for Leading and Interested Experts using the system.

18. The TWO noted that guidance on the use of the web-based TG Template would be developed after Version 1 was finalized. The TWO agreed that online tutorials and guidance notes would be useful for Leading and Interested Experts.

19. The TWV agreed that subject to the above modifications Version 1 of the web-based TG Template would be a useful tool for the drafting of Test Guidelines and acknowledged the support provided to experts who had used the web-based TG Template for the creation of the TWV draft Test Guidelines.

Table of characteristics layout

20. Prior to the introduction of the web-based TG Template, the Tables of Characteristics in the Test Guidelines were individually prepared and information on categories of characteristics, types of expression, explanations and recommendations for conducting the examination were organized within selected cells in the Table of Characteristics, as in the following extract from document TGP/7, on a case-by-case basis. However, the layout of each Table of Characteristics had to be individually adapted according to each Test Guidelines in order to avoid excessive blank spaces:

	English	français	deutsch	español	Example Varieties/ Exemples/ Beispielsorten/ Variedades ejemplo	Note/ Nota
Char. No.	{ GN 24 } Growth stage { GN 18 } Presentation of Characteristics: Heading of a characteristic}					
{ GN 13.1, 13.4 } Asterisked characteristics)	{ GN 25 } Recommendations for conducting the examination }					
{ GN 22 } Explanation for individual characteristics)						
{ GN 21 } Type of expression of the characteristic(c)	{ GN 23 } Explanations covering several characteristics)	{ GN 19 } Presentation of characteristics: General presentation of states of expression)		{ GN 28 } Example varieties)		
		{ GN 20 } Presentation of characteristics: States of expression according to type of expression of a characteristic				

21. In order to have a standardized format for all Test Guidelines that will not result in excessive blank spaces, the TWPs, at their sessions in 2015, considered the following proposed to structure the Table of Characteristics:

	English	français	deutsch	español	Example Varieties Exemples Beispielsorten Variedades ejemplo	Note/ Nota
105. (*)	QN MG A/VG B	(+) (a) (b) (c)	2201, 2202, 2302			
	Plant: growth habit	Plante: port	Pflanze: Wuchsform	Planta: porte		
	upright					1
	semi upright				Okayamazairai	2
	spreading					3

22. At their sessions in 2015, the TWC, TWA, TWF and TWO agreed with the proposal to standardize the format of the Table of Characteristics in all Test Guidelines with a structure as set out in paragraph 21 of this document (see documents TWC/33/30 "Report", paragraphs 43 to 50; TWA/44/23 "Report", paragraphs 23 to 29; TWF/46/29 Rev. "Revised Report", paragraphs 18 to 28; and TWO/48/26 "Report", paragraphs 16 and 25).

23. The TWV considered the proposal to standardize the format of the Table of Characteristics in all Test Guidelines with a structure as set out in paragraph 21 of this document. In order to clarify that the row with the indications of types of expression, methods of observations, explanations and growth stages was not related to the header above (which indicates the UPOV language), the TWV proposed to add borders between the information on types of expression, methods of observations, explanations and growth stages. The TWV further requested that the states of expression in the exported documents be clearly linked to the

respective notes, particularly when a large number of example varieties is added (see document TWV/49/32 Rev. "Revised Report", paragraphs 25 to 34).

24. The TWF agreed that different colors could be used to differentiate elements in the Table of Characteristics, such as categories of characteristics, types of expression, explanations and recommendations for conducting the examination.

25. The TWO noted that there was no guidance on the order of the methods of observation for a characteristic in the Table of Characteristics (e.g. VG/MS) and agreed to propose to provide guidance in document TGP/7 and the Test Guidelines, e.g. to state that the most commonly used method was displayed first.

CURRENT SITUATION

Items resolved

26. On the basis of the comments received by Leading and Interested Experts that participated in the testing of the prototype of the web-based TG Template TWPs, the Office of the Union addressed the following issues:

- (i) Allow use of italics and underlined text;
- (ii) Improve the organization of images in explanation of characteristics (Chapter 8.2);
- (iii) Improve formatting of the Test Guidelines generated;
- (iv) Provide a print preview for each Chapter;
- (v) Allow inclusion of annexes and/or growth stage keys (Chapter 8.3);
- (vi) Ensure compatibility with different web browsers versions;
- (vii) Provide a link to templates for grids for shape characteristics that include ratio elements;
- (viii) Enable printing of comments by interested experts sorted by interested expert or characteristic;
- (ix) Provide more options in Chapter 4 "Assessments" for complex arrangements of Uniformity assessment.

27. On the basis of the comments by the TWPs at their sessions in 2015, the Office of the Union addressed the following issues:

- (x) Addition of disclaimer for Leading Expert that all text, photographs, illustrations or other material used in the Test Guidelines that is subject to third party rights have the necessary permission for use by the third party;
- (xi) Adapt Standard and Additional Standard Wording for mushrooms (e.g. replacement of "plant material" by "material" and "plants" by "fruit bodies");
- (xii) Possibility for Interested Experts to provide illustrations;
- (xiii) Provide password reminder function;
- (xiv) Display on screen selected Additional Standard Wording (ASW);
- (xv) Facilitate navigation in Characteristics tab;
- (xvi) Allow Leading Experts to reply comments by Interested Experts;
- (xvii) Creation of use accounts upon request by Leading and Interested Experts.

Proposal for Table of Characteristics

28. On the basis of the comments by the TWPs, at their sessions in 2015, it is proposed to have a standardized format for all Test Guidelines with the following structure of the Table of Characteristics:

		English	français	deutsch	español	Example Varieties Exemples Beispielssorten Variedades ejemplo	Note/ Nota
1	2	3	4	5	6	7	
		Name of characteristics in English	Nom du caractère en français	Name des Merkmals auf Deutsch	Nombre del carácter en español		
		states of expression	types d'expression	Ausprägungsstufen	tipos de expresión		

Legend

- 1 Characteristic number
- 2 (*) Asterisked characteristic – see Chapter 6.1.2
- 3 Type of expression
 - QL Qualitative characteristic – see Chapter 6.3
 - QN Quantitative characteristic – see Chapter 6.3
 - PQ Pseudo-qualitative characteristic – see Chapter 6.3
- 4 Method of observation (and type of plot, if applicable)
 - MG, MS, VG, VS – see Chapter 4.1.5
- 5 (+) See Explanations on the Table of Characteristics in Chapter 8.2
- 6 (a)-{x} See Explanations on the Table of Characteristics in Chapter 8.1
- 7 Growth stage key

Example:

		English	français	deutsch	español	Example Varieties Exemples Beispielssorten Variedades ejemplo	Note/ Nota
100	(*)	QN MG A/VG B	(+) (a) (b) (c)	2201, 2202, 2302			
		Plant: growth habit	Plante: port	Pflanze: Wuchsform	Planta: porte		
		upright					1
		semi upright				Okayamazairai	2
		spreading					3

Items for future development

29. The following proposals by the Technical Working Parties will be considered for Version 2 of the web-based TG template:

- (i) Addition of hyperlinks in the exported documents to the symbols indicating that a characteristic has explanations covering individual and/or several characteristics in the Table of Characteristics in order to facilitate navigation in the document;
- (ii) Possibility to display large tables in landscape format, such as for indication of growth types;
- (iii) Provide the comments by the Office of the Union on draft Test Guidelines in the web-based TG Template.

30. Guidance on the use of the web-based TG Template will be developed after Version 1 is finalized. Training on using the web-based TG Template will be provided for Leading and Interested Experts using the system in conjunction with the TWP sessions.

Timetable for development

31. Version 1 of the web-based TG Template (see Annex) will be finalized prior to beginning of drafting of Test Guidelines for the TWPs in 2016, including the resolution of the issues set out in paragraph 28.

32. Because Version 1 of the web-based TG Template with the features set out in paragraph 28 was not complete until after the 2015 TWP sessions, final draft Test Guidelines in 2015 were manually formatted prior to preparation for the TC-EDC and the TC to allow consistency with Test Guidelines adopted prior to the introduction of the web-based TG Template. All Test Guidelines will be generated automatically by the web-based TG Template from 2016, after Version 1 is finalized.

33. A demonstration of the Version 1 of the web-based TG Template will be made at the fifty-second session of the Technical Committee.

34. Development of Version 2 (see Annex) of the web-based TG Template will not start before Version 1 has been fully stabilized and tested. This means that development will not start until at least after the TWP sessions in 2016.

Comments by the Technical Working Parties

35. The TWV, TWC, TWA, TWF and TWO, at their sessions in 2015, noted the timetable for development of the web-based TG Template, as set out in paragraphs 31 to 34 of this document (see documents TWV/49/32 Rev. "Revised Report", paragraphs 25 to 34; TWC/33/30 "Report", paragraphs 43 to 50; TWA/44/23 "Report", paragraphs 23 to 29; TWF/46/29 Rev. "Revised Report", paragraphs 18 to 28; and TWO/48/26 "Report", paragraphs 16 and 25).

REVISION OF DOCUMENT TGP/7

36. The TWV, TWC, TWA, TWF and TWO, at their sessions in 2015, agreed that a detailed proposal for the revision of document TGP/7 reflecting the introduction of the web-based TG Template be presented to the TWPs and the TC in 2016, after Version 1 is finalized.

37. In order to address the comments and suggestions made by Leading and Interested Experts during the testing phase, Version 1 of the web-based TG Template has not yet been finalized. It is, therefore, proposed that a proposal for the revision of document TGP/7, reflecting the introduction of the web-based TG Template be presented to the TWPs and the TC after Version 1 is finalized.

38. *The TC is invited to:*

(a) note that all Leading Experts prepared the draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template;

(b) note that all Interested Experts were required to provide their comments on draft Test Guidelines for discussion during the TWPs at their sessions in 2015 using the web-based TG Template;

(c) note the issues addressed in response to the comments by Leading and Interested Experts that participated in the testing of the prototype of the web-based TG Template, as set out in paragraphs 26 and 27 of this document;

(d) consider the proposal to standardize the format of the Table of Characteristics in all Test Guidelines with a structure as set out in paragraph 28 of this document;

(e) consider developing guidance on the order of the methods of observation for a characteristic in the Table of Characteristics to indicate that the most commonly used method was displayed first;

(f) note the timetable for development of the web-based TG Template, as set out in paragraphs 31 to 34 of this document;

(g) note that all Test Guidelines will be generated automatically by the web-based TG Template from 2016, after Version 1 is finalized; and

(h) consider the proposal to revise document TGP/7 to reflect the introduction of the web-based TG Template after Version 1 is finalized.

[Annex follows]

ANNEX

FEATURES OF THE WEB-BASED TG TEMPLATE

The web-based TG Template will be developed in two separate phases in the form of Versions 1 and 2.

Version 1

Version 1 of the web-based TG Template will be fully functional for the development of UPOV Test Guidelines by Leading Experts and will enable Interested Experts to provide comments. Version 1 of the web-based TG Template will be completed in 2016 and a demonstration will be made at the TWP sessions in 2016.

Features

The main features of Version 1 are as follows:

- Draft Test Guidelines will be prepared by Leading Experts online via the web-based TG Template
- Fixed template containing all universal standard wording which is appropriate for all Test Guidelines (see document TGP/7 “Development of Test Guidelines”, Section 3.1 “The TG Template”)
- Options to add Additional Standard Wording (ASW) (see document TGP/7, Section 3.2 “Additional Standard Wording (ASW) for the TG Template”)
- Links to Guidance Notes (GN) (see document TGP/7, Section 3.3 “Guidance Notes (GN) for the TG Template”)
- A database of characteristics (in English, French, German and Spanish) from Test Guidelines adopted after the adoption of document TGP/7/1 “Development of Test Guidelines” the Collection of Approved Characteristics (adopted in 2004) (see document TGP/7, Annex 4 “Collection of Approved Characteristics”).

The database will contain all information from the Table of Characteristics, including states of expression, notes, example varieties, etc. The database can be searched for relevant characteristics and a relevant characteristic uploaded into draft Test Guidelines with subsequent modification as required.

- Comments boxes for Interested Experts to complete online with a facility to view all comments
- Options to produce output in HTML or Word format.
- English only version
- Translators’ facility for the Table of Characteristics (Chapter 7)

Characteristics uploaded, unchanged, from the database comprising the collection of approved characteristics will be indicated as not requiring translation. For other characteristics, translators will be able to search the database comprising the collection of approved characteristics and input the required translations. The translation of the other chapters of the Test Guidelines will be provided separately for Version 1.

Version 2

Version 2 of the web-based TG Template will provide the two following additional features:

Concurrent translation

In version 2 of the web-based TG Template, the French, German and Spanish language versions of the Test Guidelines will be automatically developed concurrently with the English draft for the standard wording, Additional Standard Wording (ASW) and characteristics uploaded, unchanged, from the database comprising the collection of approved characteristics. Text that has not been automatically translated will be indicated for translation in the language concerned.

Individual authorities’ test guidelines

Version 1 of the web-based TG Template has been designed for the development of Test Guidelines for UPOV. However, it has also been designed such that Version 2 will enable members of the Union to use:

- (a) adopted UPOV Test Guidelines as a basis for the development of individual authorities' test guidelines;
- (b) the web-based TG Template and database of characteristics to develop individual authorities' test guidelines for which there are no UPOV Test Guidelines; and
- (c) use individual authorities' test guidelines, developed using the web-based TG Template, as the basis for draft UPOV Test Guidelines.

Version 2 will have a feature for individual authorities to modify the template wording, within the same structure, to act as a template for their own test guidelines and a feature to allow individual authorities to convert UPOV Test Guidelines into individual authorities' test guidelines, with necessary modifications.

[End of Annex and of document]