

Technical Committee

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

Document prepared by the Office of the Union

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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 consider the proposed revisions of document TGP/7 “Development of Test Guidelines” to reflect the introduction of the web-based TG template, as set out in paragraphs 7 to 11 of this document.
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
TG: Test Guidelines

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. The TC approved the plans for the implementation of the web-based TG Template, including the exclusive use of the web-based TG Template for the development of all Test Guidelines from 2015, as set out in document TC/50/10, paragraph 58, reproduced as follows (see document TC/50/36 “Report on the Conclusions”, paragraph 15):

Implementation

[...]

“58. In order to achieve the benefits of the web-based TG Template, it will be necessary for all Leading Experts and Interested Experts to use the web-based TG Template exclusively for the preparation of Test Guidelines for the Technical Working Parties. Therefore, the use of the web-based TG Template will be required for the preparation of all Test Guidelines from 2015. Training on the use of the web-based TG Template will initially be provided at the Technical Working Party sessions in 2014 and by means of e-workshops (see document TC/50/3 “Matters arising from the Technical Working Parties”).”

PROPOSAL

7. It is proposed to revise the wording of the following sections of document TGP/7 to reflect the introduction of the web-based TG Template.

<p>Strikethrough highlighted indicates deletion from the text and <u>underlining</u> highlighted indicates insertion to the text.</p>
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Section 1: Introduction

1.3 Structure of TGP/7

[...]

3.1 ~~The TG Template~~ Structure and Universal Standard Wording

“This section introduces the ~~“TG Template”~~ which provides the basic Test Guidelines structure and ~~also~~ the universal standard wording ~~which that is currently considered to be~~ appropriate for all Test Guidelines, ~~as provided~~ The TG Template itself is provided in Annex 1 of this document.”

3.2 Additional Standard Wording (ASW)

~~The TG Template~~ Annex I contains the universal standard wording ~~which that is currently considered to be~~ appropriate for all Test Guidelines. However, this section explains that UPOV has developed additional standard wording (ASW) which should be used, where appropriate, for the Test Guidelines concerned. The additional standard wording is provided in Annex 2 of this document.”

3.3 Guidance Notes (GN) for the TG Template

“There are many aspects of the Test Guidelines where the individual drafter’s experience and knowledge are needed for preparing the Test Guidelines. This includes, for example, the selection of appropriate ASW, trial design, the identification of characteristics and selection of example varieties. The purpose of this section is to provide guidance notes on how to proceed in a harmonized way for such aspects. These guidance notes are presented in Annex 3 of this document and include guidance on the use of ~~the Collection of Approved Characteristics~~ which have been included in adopted Test Guidelines [after the adoption of document TGP/7] (“approved characteristics”)~~presented in Annex 4~~ (see GN 17).”

[...]

Section 2: Procedure for the Introduction and revision of UPOV Test Guidelines

[...]

2.2.4.4 Preparation of the Draft(s) by the Leading Expert with the Subgroup

The web-based TG Template is to be used for preparing draft UPOV Test Guidelines (see: <https://www3.wipo.int/upovtg/>).

~~“In advance of the TWP session, the Leading Expert should prepare a preliminary draft of the Test Guidelines (“Subgroup draft”) for comments by the subgroup using the web-based TG Template. In the case of Test Guidelines being developed by more than one TWP, the subgroup draft should be circulated at the same time to the interested experts in all relevant TWPs.~~

The subgroup of interested experts participating in the drafting of the Test Guidelines will be invited to provide comments to the Leading Expert using the web-based TG template.

On the basis of the comments received from the subgroup, the Leading Expert should establish a first draft for the TWP(s). This draft is ~~sent provided~~ to the Office, which will produce a document for distribution to the members of the TWP(s) concerned for discussion at their session(s). Prior to the TWP session, the Office will make a preliminary check that the draft has been prepared according to the guidance provided in document TGP/7 and, in particular, that it conforms with the TG/Template (Annex 1). A result of that check will be provided to the Leading Expert at least one week before the session.

In the case of Test Guidelines which have been considered by the relevant TWP(s) (Step 5) and where the responsible TWP has requested amendment of the draft, the Leading Expert should, after consulting the members of the subgroup, establish a further draft for consideration at the following TWP meeting in the manner explained above. To assist Leading Experts in preparing draft Test Guidelines the following guidance information and materials to assist Leading Experts in preparing draft Test Guidelines is provided on the UPOV web site: (see: http://www.upov.int/resource/en/dus_guidance.html), in an area of the UPOV website restricted to Leading Experts of Test Guidelines (TG Drafters’ Webpage). The TG Drafters’ Webpage includes the following information, some elements of which are included in the TG Drafter’s Kit (see Section 4.3):

~~“(a) General information:~~

- ~~“(i) Practical guide for drafters of Test Guidelines (“Practical Guide”) General introduction to DUS;~~
- ~~“(ii) The electronic TG Template (TGP/7: Annex 1) TGP documents;~~
- ~~“(iii) Collection of Approved Characteristics (TGP/7: Annex 4) Test Guidelines;~~
- ~~“(iv) Adopted Test Guidelines in Word format Practical Technical Knowledge;~~
- ~~“(v) TGP/14 “Glossary of Terms Used in UPOV Documents” Cooperation in examination;~~

~~“(b) TWP-specific information:~~

- ~~“(vi) Leading Expert and dates for the preparation of draft Test Guidelines Web-based TG template;~~
- ~~“(vii) E-mail addresses of Subgroup of interested experts Additional characteristics;~~
- ~~“(viii) Word versions of draft Test Guidelines presented at the previous TWP session (where appropriate); Test Guidelines under development (TC/xx/2) and~~

~~(ivx) TWP comments (extracted from the TWP report) on the draft Test Guidelines presented at the previous TWP session (where appropriate). Summary information on quantity of plant material required on adopted Test Guidelines; and~~
~~(x) TGP/14 “Glossary of Terms Used in UPOV Documents”~~

[...]

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 Provision of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

“In cases where *either* of the deadlines for circulation of the Subgroup draft or for the ~~sending provision~~ of the draft to the Office by the Leading Expert is not met, the Test Guidelines would be withdrawn from the TWP agenda and the Office would inform the TWP accordingly at the earliest opportunity (i.e. not later than 4 weeks before the TWP session). In those cases where draft Test Guidelines are withdrawn from the TWP agenda because of failure by the Leading Expert to meet the relevant dates, it would be possible for specific matters concerning those Test Guidelines to be discussed at the TWP session. However, to consider specific matters it would be necessary for a document to be provided to the Office at least 6 weeks before the TWP session.”

[...]

Section 3 Guidance for Drafting Test Guidelines

3.1 The TG ~~Template~~ Structure and Universal Standard Wording

“3.1.1 UPOV has developed a ~~template (the “TG Template”) containing the standard structure and universal standard wording which that~~ is appropriate for all UPOV Test Guidelines (“Test Guidelines”) and which is prepared in the appropriate format. ~~The TG Template This~~ is presented in Annex 1 and should be used as the starting point for the development or revision of all Test Guidelines.

“3.1.2 ~~In addition to the TG Template, f~~urther guidance is provided for drafters of Test Guidelines on how to develop individual Test Guidelines from the TG Template. ~~This is provided is provided~~ by means of additional standard wording (ASW) and guidance notes (GN), and indications are provided ~~within the TG Template in Annex I~~ on where this further guidance is available (see Sections 3.2 and 3.3).”

3.2 Additional Standard Wording (ASW) ~~for the TG Template~~

“3.2.1 ~~As explained above, the TG Template contains the universal standard wording which is appropriate for all Test Guidelines. However,~~ In addition to the universal standard wording, UPOV has developed additional standard wording which should be used, where appropriate, for the Test Guidelines concerned. For example, for Test Guidelines where the material is supplied in the form of seed, there is standard wording concerning the quality of the seed to be supplied. Of course, this standard wording for seed should not be included in Test Guidelines where, for example, the material is to be provided as tubers and for this reason such additional standard wording is not included ~~in the TG Template as universal standard wording~~. The additional standard wording is presented in Annex 2, Additional Standard Wording (ASW) for the TG Template.

“3.2.2 Where such additional standard wording is available, an insert is highlighted in ~~the TG Template Annex I~~ at the appropriate location, e.g.

“**{ASW 1}** (TG Template: Chapter 2.3) – seed quality requirements)”

3.3 Guidance Notes (GN) ~~for the TG Template~~

“3.3.1 There are many aspects of the Test Guidelines where the individual drafter’s experience and knowledge are needed for preparing the Test Guidelines. This includes, for example, the selection of appropriate ASW, trial design, the identification of characteristics and the selection of example varieties. In such situations general guidance on how to proceed in a harmonized way, in line with the experience accumulated by UPOV through the crop experts, is provided by a series of guidance notes presented in Annex 3, Guidance Notes (GN) ~~for the TG Template~~.

“3.3.2 Where such guidance is available for drafters, an insert is highlighted in ~~the TG Template Annex I~~ at the appropriate location, e.g.

“**[GN 5]** (TG Template: Chapter 1.1) – Subject of the Test Guidelines: Family Name)”

3.4 [Web-based TG Template]

3.4.1 UPOV has developed the Web-based TG Template (see: <https://www3.wipo.int/upovtg/>) to implement the guidance for drafting Test Guidelines provided in document TGP/7.

Section 4: Development of individual authorities' test guidelines

[...]

4.3 ~~Drafter's Kit for the Test Guidelines~~ Guidance for drafters of individual authorities test guidelines

“To assist individual authorities' in the drafting of their test guidelines, UPOV has provided certain practical information on ~~the restricted area of~~ the UPOV website (http://www.upov.int/restricted_temporary/twptg/en/drafters_kit.html http://www.upov.int/resource/en/dus_guidance.html) in the form of a “TG Drafter's Kit”. ~~To assist individual authorities in converting the Test Guidelines into a suitable form for their own use, the TG Drafter's Kit includes including~~ all adopted Test Guidelines in Word format. Additional characteristics and states of expression notified to the Office of the Union in accordance with document TGP/5 Section 10 “Notification of Additional Characteristics and States of Expression are also provided. ~~To provide assistance for the development of individual authorities' test guidelines in the absence of Test Guidelines, the TG Drafter's Kit webpage includes, for example, an electronic version of the TG Template (document TGP/7, Annex 4 and the “Collection of Approved Characteristics”, document TGP/7, Annex 4).”~~”

Annex 1: ~~TG Template~~ Structure and Universal Standard Wording

[...]

4.1.5 Method of Observation

“The recommended method of observing the characteristic for the purposes of distinctness is indicated by the following key in ~~the second column of the~~ Table of Characteristics (see document TGP/9 “Examining Distinctness”, Section 4 “Observation of characteristics”).”

[...]

		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 }	{ 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 }						

8. The TC, at its fifty-second session, held in Geneva from March 14 to 16, 2016, agreed to standardize the format of the Table of Characteristics in all Test Guidelines according to the following structure:

English		français		deutsch		español		Example Varieties Exemples Beispielssorten Variedades ejemplo	Note/ Nota	
1	2	3	4	5	6	7				
	Name of characteristics in English { GN 18 } Presentation of Characteristics: Heading of a characteristic)			Nom du caractère en français		Name des Merkmals auf Deutsch		Nombre del carácter en español		
	states of expression { GN 19 } Presentation of characteristics: General presentation of states of expression) { GN 20 } Presentation of characteristics: States of expression according to type of expression of a characteristic	types d'expression		Ausprägungsstufen		tipos de expresión		{ GN 28 } Example varieties)		

Legend

- 1 Characteristic number
- 2 (*) Asterisked characteristic – see Chapter 6.1.2
{ GN 13.1, 13.4 } Asterisked characteristics)
- 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
{ GN 21 } Type of expression of the characteristic)
- 4 Method of observation (and type of plot, if applicable)
MG, MS, VG, VS – see Chapter 4.1.5
{ GN 25 } Recommendations for conducting the examination)
- 5 (+) See Explanations on the Table of Characteristics in Chapter 8.2
{ GN 22 } Explanation for individual characteristics)
- 6 (a)-(x) See Explanations on the Table of Characteristics in Chapter 8.1
{ GN 23 } Explanations covering several characteristics)
- 7 Growth stage key
{ GN 24 } Growth stage)

Annex 2: Additional Standard Wording (ASW) for the TG Template

“This section presents the additional standard wording (ASW) which can be added to the universal standard wording within ~~the TG Template~~ (Annex 1). The numbering refers to the numbering in ~~the TG Template Annex I.~~”

9. It is proposed that the header of all additional standard wording be amended to delete references to “TG Template”, as follows:

Example:

“ASW 0 (~~TG Template~~–Chapter 1.1) – Coverage of types of varieties in Test Guidelines”

“ASW 4 (~~TG Template~~–Chapter 3.3) – Conditions for conducting the examination

“Information for conducting the examination of particular characteristics

“(a) *Stage of development for the assessment*

“The optimum stage of development for the assessment of each characteristic is indicated by a reference in ~~the second column of~~ the Table of Characteristics. The stages of development denoted by each reference are described in Chapter 8 [...].”

“(b) *Type of plot for observation*

“The following text may, for example, be added to appropriate Test Guidelines:

“The recommended type of plot in which to observe the characteristic is indicated by the following key in the ~~second column of the~~ Table of Characteristics:

“A: spaced plants

“B: row plot

“C: special test

[...]

ASW 12.1 (~~TG Template~~–Chapter 8) – Explanations covering several characteristics

“8.1 Explanations covering several characteristics

“Characteristics containing the following key ~~in the second column of the Table of Characteristics~~ should be examined as indicated below:

- (a)
- (b) etc.”

[...]

Annex 3: Guidance Notes (GN) for the TG Template

“This section presents guidance notes (GN) for drafters of Test Guidelines for use when developing ~~the TG Template (Annex 1) into~~ specific Test Guidelines. The numbering refers to the numbering in ~~the TG Template Annex I.~~”

10. It is proposed that the header of all Guidance notes be amended to delete references to “TG Template”, as follows:

Example:

“GN 0 (~~TG Template~~–Cover page; Chapter 8) – Use of proprietary text, photographs and illustrations in Test Guidelines”

[...]

“GN 13 Characteristics with specific functions”

“1. Asterisked characteristics (~~TG Template~~–Chapter 7: ~~column 1, header row 2~~)”

“1.1 The General Introduction (Chapter 4.8: Table: Functional Categories of Characteristics) states that asterisked characteristics are “characteristics that are important for the international harmonization of variety descriptions.” The criteria for selecting a characteristic as an asterisked characteristic are that: [...].”

“GN 17 (~~TG Template~~–Chapter 7) – Presentation of Characteristics: Approved characteristics”

“A collection of characteristics, with their corresponding states of expression, which have already been approved for inclusion in existing Test Guidelines ~~[after the adoption of document TGP/7] (“approved characteristics”)~~, is ~~presented in Annex 4: “Collection of Approved Characteristics” provided in the web-based TG template.~~ There are two main purposes for developing this collection: Firstly, it helps to ensure

that the states of expression used for the same or similar characteristics included in Test Guidelines, are harmonized as far as possible; Secondly, the characteristics presented in the collection have already been translated into the UPOV languages. Thus, Test Guidelines utilizing approved characteristics ~~from Annex 4~~ will cost UPOV less and are less likely to experience delays in presentation for adoption.

"Drafters of Test Guidelines are invited to search ~~the collection~~ the approved characteristics for the characteristic which they wish to use. If the appropriate characteristic, and its corresponding states of expression, are found this can be ~~copied directly into~~ selected for the new Test Guidelines. However, it should be remembered that what may appear to be very similar characteristics in different types of plant, or different organs of the same plant, may in fact be under different types of genetic control. Thus, for example, in one type of plant, or one organ, the characteristic "profile" might be a qualitative characteristic e.g. straight (1), curved (2) but in another type of plant, or organ, it might be a quantitative characteristic e.g. straight or slightly curved (1), moderately curved (2), strongly curved (3).

"In cases where the required characteristic is not ~~present in the collection~~ an approved characteristic, guidance is provided in GN 18, GN 19 and GN 20."

"GN 18 (~~TG Template: Chapter 7: column 3~~) – Presentation of Characteristics: Heading of a characteristic"

[...]

"GN 19 (~~TG Template: Chapter 7: column 3~~) – Presentation of characteristics: General presentation of states of expression"

"GN 20 (~~TG Template: Chapter 7: column 3~~) – Presentation of characteristics: States of expression according to type of expression of a characteristic"

"GN 21 (~~TG Template: Chapter 7: column 1, state of expression row 1~~) – Type of expression of the characteristic"

"GN 22 (~~TG Template: Chapter 7: column 1, header row 3~~) – Explanations for individual characteristics"

"GN 23 (~~TG Template: Chapter 7: column 2, state of expression row 1~~) – Explanations covering several characteristics"

"In cases where an explanation applies to several characteristics (e.g. part of the plant on which to observe particular characteristics, illustration of plant parts, etc.), particularly for characteristics that are not immediately consecutive in the Table of Characteristics, a note is placed ~~in column 2~~ above the characteristic header and the explanation provided in Chapter 8.1, according to ASW 11. In the case of indications of the stage of observation, those indications should be made according to GN 24 "Growth stage"."

"GN 24 (~~TG Template: Chapter 7: column 2, header row 1~~) – Growth stage"

"GN 25 (~~TG Template: Chapter 7: column 2, header row 1 or 2~~) – Recommendations for conducting the examination"

"This box provides the key for guidance on conducting the examination. For example, recommendations on the method of observation (e.g.: visual assessment or measurement; observation of single plants or a group of plants) ~~or and~~ type of plot (e.g.: spaced plants; row plot; drilled plot; special test) may be provided. ASW 4(b) provides possible standard wording."

"GN 26 (~~TG Template: Chapter 7: column 4~~) – Order of characteristics in the Table of Characteristics"

11. It is proposed that Annex 4 to document TGP/7 "Collection of approved characteristics be deleted as the database of characteristics in UPOV Test Guidelines is included in the web-based TG Template.

Annex 4: Collection of approved characteristics

~~"1. The Collection of Approved Characteristics ("Collection") presents characteristics, with their corresponding states of expression, which have already been approved for inclusion in existing Test Guidelines. Drafters are invited to search this collection for the characteristic which they wish to use. If the appropriate characteristic and its corresponding states of expression are found, this can be copied directly into the new Test Guidelines. However, it should be remembered that what may appear to be very similar characteristics in different types of plant, or different organs of the same plant, may in fact be under~~

different types of genetic control. Thus, for example, in one type of plant, or one organ, the characteristic "profile" might be a qualitative characteristic e.g. straight (1), curved (2) but in another type of plant, or organ, it might be a quantitative characteristic e.g. straight or slightly curved (1), moderately curved (2), strongly curved (3).

"2. The Collection presents the characteristic as it is included in the relevant Test Guidelines. In addition, for certain characteristics, it provides information on the Test Guidelines from which it has been taken. This information is placed in the blank "header" space in the column for example varieties since this entire column is likely to be "cleared" by the drafter after pasting into his new draft because the example varieties will not be relevant.

"3. Certain characteristics contained in adopted UPOV Test Guidelines may be omitted from the Collection where considered appropriate by the Technical Committee, in particular on the basis of recommendations by the Enlarged Editorial Committee (TC-EDC).

**"The Collection of Approved Characteristics is published on the UPOV Website:
http://www.upov.int/restricted_temporary/twptg/en/collection.doc"**

12. The TC is invited to consider the proposed revisions of document TGP/7 "Development of Test Guidelines" to reflect the introduction of the web-based TG template, as set out in paragraphs 7 to 11 of this document.

[End of document]