



TWA/45/17

ORIGINAL: English

DATE: June 2, 2016

# INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Geneva

## TECHNICAL WORKING PARTY FOR AGRICULTURAL CROPS

### Forty-Fifth Session Mexico City, Mexico, July 11 to 15, 2016

#### GUIDANCE FOR DRAFTERS OF TEST GUIDELINES

*Document prepared by the Office of the Union*

*Disclaimer: this document does not represent UPOV policies or guidance*

1. The Annex to this document contains a copy of a presentation on the tutorials for the following different user roles of the web-based Test Guidelines template to be made by the Office of the Union at the Technical Working Party (TWP) sessions in 2016:

- Leading Expert drafting tutorial
- Interested Expert comments tutorial
- Leading Expert checking tutorial

2. The tutorials contained in the Annex will be updated according to the comments and questions received during the drafting of Test Guidelines for the TWPs at their sessions in 2016 and the presentations at the TWPs in 2016.

3. The tutorials are available under the following link: [http://upov.int/export/sites/upov/tgp/en/tg\\_template\\_tutorial\\_complete.pdf](http://upov.int/export/sites/upov/tgp/en/tg_template_tutorial_complete.pdf), as well as in the web-based TG Template under the link "Tutorials":



[Annex follows]

## TG Template

### First Step Tutorials

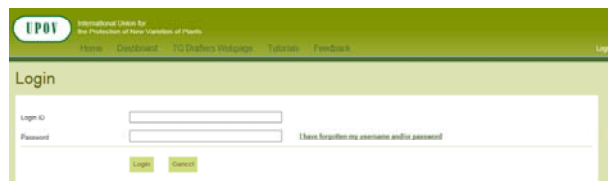
1. [Preparation of LE Draft](#)
2. [IE Comments](#)
3. [LE Checking](#)

## TG Template

### First Step Tutorial

1. Preparation of LE Draft

## Login



The screenshot shows the login interface of the EPOY (International Union for the Protection of New Varieties of Plants) website. The header is green with the EPOY logo and navigation links: Home, Dashboard, TG Drafts Webpage, Tutorials, Feedback, and a Logout link. The main content area is titled 'Login' and contains two input fields for 'Login ID' and 'Password'. A link 'Have forgotten my username and/or password?' is located to the right of the password field. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

## Dashboard

Common Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Interested Experts (IE)	Status (Pending)	All Checkboxes	Last Updated	IE Comments	Action
HORDA_HA		TGA101 (Spring 11)	Rashid Hassan (IE)		IE Conf 28 Feb 2010 - 07 Mar 2010	Yes	28 Feb 2010	Yes	Go

## Dashboard-Interested Experts (IE)

Full Name	Office Code	Participation Status
Tanvir Hossain	Australia, AU	Active
Alberto Ballesteros	Argentina, AR	Active
Elizabeth Prentice-Hudson	Canada, CA	Active
Radmila Safarikova	Czech Republic, CZ	Active

## Dashboard-Current Status

Common Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Interested Experts (IE)	Status (Pending)	All Checkboxes	Last Updated	IE Comments	Action
HORDA_HA		TGA101 (Spring 11)	Rashid Hassan (IE)		IE Conf 28 Feb 2010 - 07 Mar 2010	Yes	28 Feb 2010	Yes	Go

Check Period

## Dashboard-All deadlines

TG Status	Status Start Date	Status End Date
LE Draft	29 Feb. 2016	1 Apr. 2016
IE Comments	2 Apr. 2016	29 Apr. 2016
LE Checking	30 Apr. 2016	27 May. 2016

Close

## Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

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

## Dashboard-Edit

Common Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Proposed Experts (P.E.)	Status (Priority)	All Deadlines	Last Updated	IE Comments	Action
HORDOL_15A		TGP/17/2016/15	Stefan Richter (DE)		Draft	LE Draft: 29 Feb. 2016 - 1 Apr. 2016	29 Feb. 2016	Yes	<a href="#">Edit</a>

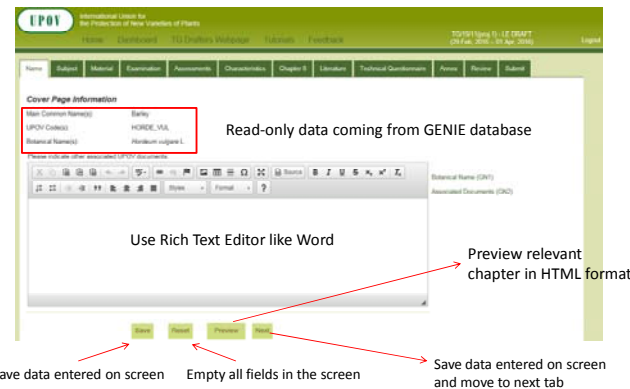
Access TG for drafting

## Dashboard- First access to TG

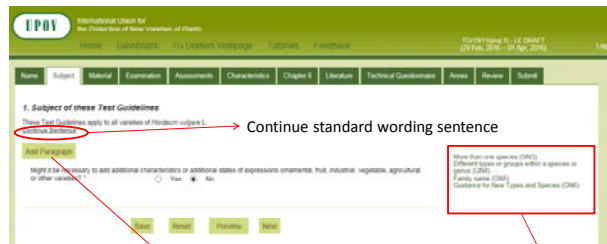


Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

## Edit TG- Action Buttons



## Edit TG-Continue Sentence/ Add Paragraph



Add an additional paragraph (a separate paragraph number will be assigned)

Consult Guidance Notes in TGP/7

## Edit TG- Add/Remove Paragraph

The screenshot shows the EPPO TG editor interface. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 1, Literature, Technical Guidelines, Annex, Review, Submit. Below this, the 'Subject' tab is selected, and the text '1. Subject of these Test Guidelines' is displayed. A red circle highlights the 'Add Paragraph' button. An arrow points from this button to the text 'Remove previously added paragraph'. Below the button is a rich text editor with the text 'Use Rich Text Editor like Word'. To the right of the editor, there is a list of options: 'More than one species (DAS)', 'Different types or groups within a species or genus (DAS)', 'Family name (DAS)', and 'Guidance for New Types and Species (DAS)'. At the bottom, there is a question: 'Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties?' with radio buttons for 'Yes' and 'No'.

## Edit TG- Drop down menus

The screenshot shows the EPPO TG editor interface. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 1, Literature, Technical Guidelines, Annex, Review, Submit. Below this, the 'Subject' tab is selected, and the text '1. Subject of these Test Guidelines' is displayed. A red circle highlights the 'Add Paragraph' button. An arrow points from this button to a dropdown menu. The dropdown menu contains the following options: 'fruit', 'ornamental', and 'vegetable'. Below the dropdown menu, there is a question: 'Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties?' with radio buttons for 'Yes' and 'No'. Below the question, there is a text box for 'In the case of ornamental, fruit, industrial, vegetable, agricultural or other varieties, in particular, it may be necessary to use additional characteristics or additional states of expressions in order to examine Distinctness, Uniformity and Stability: (DUS) (2)'. To the right of the text box, there is a list of options: 'More than one species (DAS)', 'Different types or groups within a species or genus (DAS)', 'Family name (DAS)', and 'Guidance for New Types and Species (DAS)'. At the bottom, there is a question: 'Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties?' with radio buttons for 'Yes' and 'No'.

Select existing option or add new option

## Edit TG-SW and ASW

The screenshot shows the EPPO TG editor interface. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 1, Literature, Technical Guidelines, Annex, Review, Submit. Below this, the 'Examination' tab is selected, and the text '1. Method of Examination' is displayed. A red circle highlights the 'Method of Examination' section. An arrow points from this section to the text 'Chapter headings'. Below the section, there is a question: 'Is a satisfactory crop of fruit required?' with radio buttons for 'Yes' and 'No'. Below the question, there is a list of options: 'Fruit species with clearly defined dormant period', 'Fruit species with no clearly defined dormant period', and 'Evergreen species with indeterminate growth'. To the right of the list, there is a text box for 'Explanation of the crop of fruit (DAS)'. Below the text box, there is a question: 'The minimum duration of tests should normally be two independent growing cycles: (DUS) (2)'. Below the question, there is a list of options: 'Two independent growing cycles in the form of two separate plantings', 'The two independent growing cycles must not be in the form of two separate plantings: (DUS) (2)', and 'Two independent cycles from a single planting'. Below the list, there is a question: 'Is a satisfactory crop of fruit required?' with radio buttons for 'Yes' and 'No'. Below the question, there is a list of options: 'Fruit species with clearly defined dormant period', 'Fruit species with no clearly defined dormant period', and 'Evergreen species with indeterminate growth'. To the right of the list, there is a text box for 'Explanation of the crop of fruit (DAS)'. Below the text box, there is a question: 'The minimum duration of tests should normally be two independent growing cycles: (DUS) (2)'. Below the question, there is a list of options: 'Two independent growing cycles in the form of two separate plantings', 'The two independent growing cycles must not be in the form of two separate plantings: (DUS) (2)', and 'Two independent cycles from a single planting'. Below the list, there is a question: 'Is a satisfactory crop of fruit required?' with radio buttons for 'Yes' and 'No'.

Select appropriate options: the corresponding ASW will be displayed on screen and included in the TG.

**Note:** SW is not displayed on screens but is included in HTML Preview and exported Word document.

## Edit TG- Search characteristics

2. Table of Characteristics

Search Adopted Characteristics

Search Results List

Search for characteristic name or state of expression of adopted TGs

If appropriate, select a characteristic

Access relevant TG

Click on Import characteristics

Adopted Characteristics	Name	State of Expression	Notes	Example Varieties	Type	Group	Method of Use	Type of Plant	Genetic Origin	Add to TG
1	Plant height	Height			1					
2	Plant height	Height			2					
3	Plant height	Height			3					
4	Plant height	Height			4					
5	Plant height	Height			5					
6	Plant height	Height			6					
7	Plant height	Height			7					
8	Plant height	Height			8					

## Edit TG- Imported characteristics

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name, state of expression and notes are imported

Name (JAK 10)	State of Expression (JAK 15, 20)	Notes	Example Varieties (JAK 20)	Type (JAK 13)	Group (JAK 17)	Method of Use (JAK 21)	Type of Plant (JAK 19)	Genetic Origin (JAK 22)	Add to TG
Plant height	Height		1						
Plant height	Height		2						
Plant height	Height		3						
Plant height	Height		4						
Plant height	Height		5						

Add More

Enter Characteristics

## Edit TG: Add characteristics from scratch

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Before creating characteristics, create master list of example varieties

Name (JAK 10)	State of Expression (JAK 15, 20)	Notes	Example Varieties (JAK 20)	Type (JAK 13)	Group (JAK 17)	Method of Use (JAK 21)	Type of Plant (JAK 19)	Genetic Origin (JAK 22)	Add to TG
Plant height	Height		1						
Plant height	Height		2						
Plant height	Height		3						
Plant height	Height		4						
Plant height	Height		5						

Add More

Enter Characteristics

## Edit TG- Example Varieties

Create Example Varieties Master List

Example Variety:  **Add**

**Example Variety** **Action**

Alaric	Edit / Remove
Chandor	Edit / Remove
Goldor	Edit / Remove

**OK**

Add example varieties one by one

Edit / Remove example variety : reflects changes throughout characteristics using this example variety

## Edit TG: Add characteristics from scratch

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Type name and format, if appropriate

Type state of expression and select notes

Name (UK 15)	State of Expression (UK 15, 20)	Notes	Example Varieties (UK 20)	*	Type of Exp (UK 15)	Method of Obs (UK 20)	Type of Plot	Growth Stages (UK 16)	Add to TQ5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add More**

Enter Characteristics

Add more state(s) of expression

Click to select example variety(ies) from master list

Uncheck to remove state of expression

## Edit TG: Add characteristics from scratch

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Tick if characteristic has an asterisk (\*)

Tick if characteristic is a grouping characteristic

Click to add characteristic to TQ5

Name (UK 15)	State of Expression (UK 15, 20)	Notes	Example Varieties (UK 20)	*	Type of Exp (UK 15)	Method of Obs (UK 20)	Type of Plot	Growth Stages (UK 16)	Add to TQ5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add More**

Enter Characteristics

Enter completed characteristic to list of characteristics

Select type of expression and method(s) of observation (mandatory)

Select type of plot and add growth stages, if appropriate



## Edit TG: List of characteristics

List of Characteristics

View all characteristics

Access list of grouping chars. or explanations covering several chars.

Order explanations covering several characteristics alphabetically

Add/edit explanations

## Edit TG: List of characteristics

move characteristics up or down

click on characteristic name in order to edit characteristic

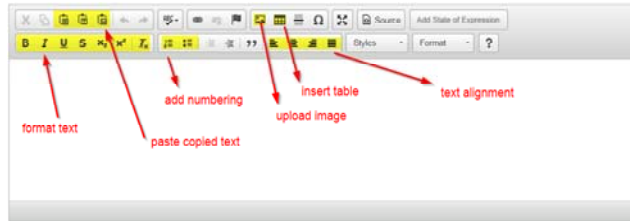
delete characteristic

## View/Edit grouping characteristics

Add grouping text (e.g. color groups), if appropriate

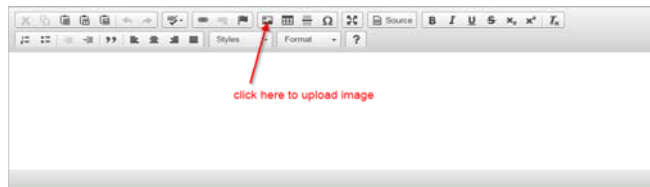
### Edit TG: Add/Edit explanations covering individual characteristics

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document



### Edit TG: Add/Edit explanations covering individual characteristics

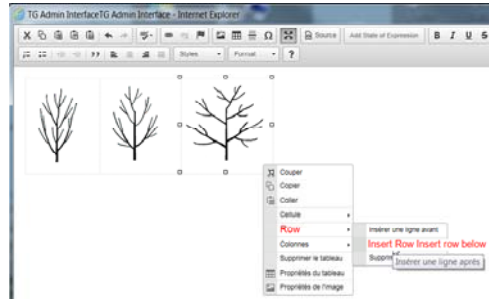
- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- Illustrations can also be uploaded as follows:



### Edit TG: Add/Edit explanations covering individual characteristics

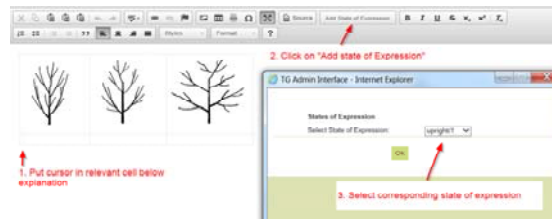
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately.
- Illustrations in tables from existing tables
  - copy and paste row with images from Word into the Rich Text Editor
  - add a row below (right mouse click in the table, select rows, then insert row below)

## Edit TG: Add/Edit explanations covering individual characteristics



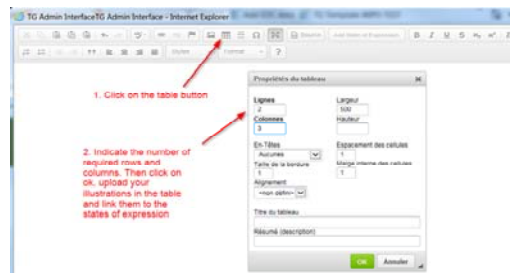
## Edit TG: Add/Edit explanations covering individual characteristics

- Link illustrations to states of expression
  - Put your cursor in the blank cell below each illustration and select the relevant state of expression by clicking on “Add state of expression”



## Edit TG: Add/Edit explanations covering individual characteristics

- Illustrations with tables created in Rich Text Editor



## Edit TG: Add/Edit explanations covering several characteristics

Repeat steps 1 to 3 for as many labels as necessary for a characteristic

1. Select label

2. Add explanation to Rich Text Editor

3. Click to add label to characteristic

View summary for labels added for characteristic

## Edit TG-Tab Chapter 8

- If your TG contains a Chapter 8.3 (e.g. growth stages, example variety synonyms, information on grouping types, etc.)

Chapter 8

8. Additional Information

## Edit TG- Literature

- Enter literature references in the Rich Text Editor

Literature

9. Literature

Literature References

Literature (GN 30)

body

(Literature should be presented as follows: for ex [Surname 1], [Initial 1], [Surname 2], [Initial 2] etc., (Year) (Title) (Publication) (Town, City / Region) (Country) (no. n1 to n2 or x of x) etc.)

Save Reset Preview Next

## Edit TG- Technical Questions

## Edit TG- Technical Questions

Select appropriate options with regard to method of observation

## 4.2 Method of propagating the variety

Information on method of propagating the variety

☒ Seed-propagated varieties

☐ Self-pollination

☐ Cross-pollination

☐ Hybrid

☐ Apomictic Variety

☐ Non-apomictic variety

☐ Other

☒ Vegetatively-propagated varieties

☐ Bulb

☐ Cuttings

☐ in vitro propagation

☐ Other

☐ Other

## Edit TG- Technical Questions

Select Yes if the TQ requires the production scheme for hybrid varieties

**Information on method of propagation of hybrid varieties**

Does this TQ require production scheme for hybrid varieties? ☐ Yes ☐ No

In the case of hybrid varieties the production scheme for the hybrid should be provided on a separate sheet. This should provide details of all the parent lines required for propagating the hybrid e.g.

Single Hybrid

( ) x ( )

female parent male parent

Information on method of propagation of hybrid varieties (GN 32)

Adapt standard production scheme for hybrid varieties in Rich Text Editor, if necessary

## Edit TG- Technical Questions

Displays characteristics for which "Add to TQ.5" was checked in the Characteristics tab

Edit/delete data copied from characteristic

**5. TQ Characteristics**

Seq No	Name	Select	States of Expression	Example Varieties	Notes	Action
1 (1)	Plant persistence of foliage	<input type="radio"/>	deciduous evergreen	Edward Goucher		1 Edit / Delete 2 Edit / Delete
2 (2)	Plant growth habit	<input type="radio"/>	upright semi-upright rounded spreading taller than broad	Edward Goucher Minot Golden Parachute Lyon Edward Goucher, Sherwood		1 Edit / Delete 2 Edit / Delete 3 Edit / Delete 4 Edit / Delete 1 Edit / Delete

Add states of expression, example varieties and notes (e.g. to complete condensed scale with complete scale)

None Add

## Edit TG- Technical Questions

Complete TQ 6 to TQ 9

**6. Similar varieties and differences from these varieties**

Similar varieties (GN 33)

Characteristics for which there is a difference:

Expression of similar variety:

Expression of candidate variety:

**7. Additional information which may help in the examination of the variety**

Variety use (GN 34)

Should a representative color image of the variety accompany the TQ? ☐ Yes ☒ No

Add Paragraph

**8. Information on plant material**

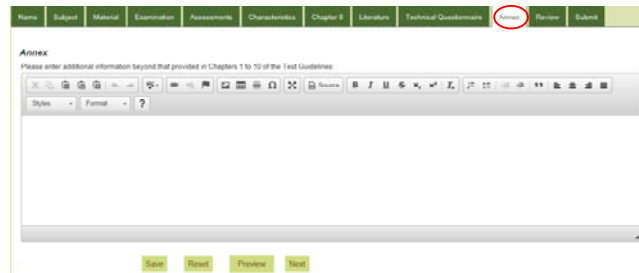
Should information on testing for the presence of virus or other pathogens be provided? ☐ Yes ☒ No

Add Paragraph

Save Reset Preview Next

## Edit TG- Annex

- If your TG contains an Annex, please enter the information in the Rich Text Editor

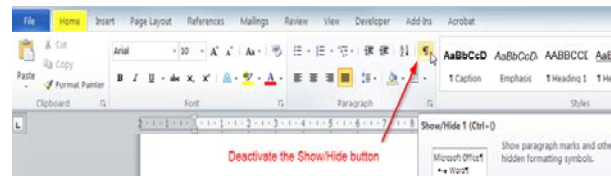


## Review TG



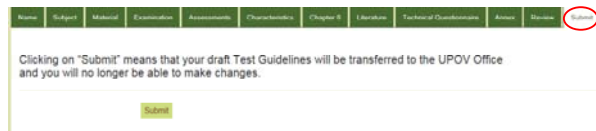
## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

- After having finalized your draft, click on Submit:



The screenshot shows a navigation bar with the following tabs: Home, Subject, Material, Examination, Assessment, Characteristics, Chapter 8, Literature, Technical Characteristics, Annex, Results, and Submit. The 'Submit' tab is highlighted with a red circle. Below the navigation bar, a message states: 'Clicking on "Submit" means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes.' At the bottom of the message box is a yellow 'Submit' button.

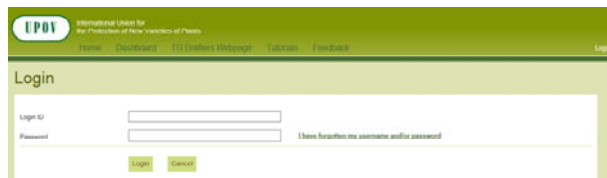
- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to edit the draft Test Guidelines after this date.

## TG Template

First Step Tutorial

2. IE Comments

## Login



The screenshot shows the UPOV login page. The header includes the UPOV logo and the text 'International Union for the Protection of New Varieties of Plants'. Below the header is a navigation bar with links: Home, Dashboard, TG Drafts Management, Tutorials, and Feedback. The main heading is 'Login'. There are two input fields: 'Login ID' and 'Password'. Below the 'Password' field is a link that says 'I have forgotten my username and/or password'. At the bottom of the login form are two buttons: 'Login' and 'Cancel'.



## Dashboard-Current Status

Common Name	UPOV Code(s)	Version	Leading Expert (L.E)	Interested Expert(s) (IE)	Status (Priority)	All Results	Last Updated	IE Comments	Action
Plasma	PETOL PETUN	TG2012 (mg 3)	Andreas Marnett (SE)	Dezaki	IE Comments 17 Apr 2016	Yes	21 Mar 2016	Yes	Edit

Check Period

## Dashboard-All deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar, 2016	21 Mar, 2016
IE Comments	22 Mar, 2016	15 Apr, 2016
LE Checking	16 Apr, 2016	9 May, 2016

## Dashboard-All deadlines

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Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

## Dashboard-View all IE Comments

Common Name	UPOV Code(s)	Version	Leading Expert (I.E.)	Interested Expert (IE)	Status (Priority)	All Results	Last Updated	IE Comments	Action
Plumcot	PETOL PETUN	1997/2009a (3)	Angela Mearns (SE)	Chris	IE Comments (27 Mar 2015 - 10 Apr 2015)	View	21 Mar 2015	View	Edit

Access list of all comments made by all IEs

## List of IE comments

Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

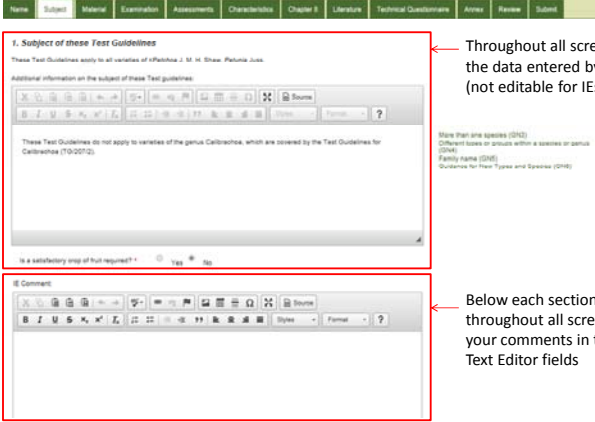
Chapter Name	IE Name	Comments Detail	Update Date
Material - Material Request	Chris Barnaby	subject 15 plants	26 Jun 2015 05:49
Assessment - Uniformity	Takayuki Mitsu	Could you indicate criteria of uniformity for hybrid varieties?	03 Jul 2015 07:25
Characteristics - 1. Plant growth habit	Jung-Min Kwon	I suggest the inclusion of "Plant growth habit" (Char. 17) rather than "Plant height" (Char. 27) to grouping characteristics, as plant height will depend heavily on environmental conditions.	05 Jul 2015 08:19
Characteristics - 18. Flower lobes	Chris Barnaby	Consider fewer states. There is difficulty in separating 3.4.5.	26 Jun 2015 04:55
Characteristics - 19. Flower depth of insertion of ovary	Michael Gurner	Are the depth of the sinuses between the corolla lobes to be included in this assessment? If not, it may be better to either indicate that the depth of the sinuses should not be assessed in an explanation or change the characteristic from a flower to a corolla tube characteristic.	02 Jul 2015 19:40

## Dashboard-Edit

Common Name	UPOV Code(s)	Version	Leading Expert (I.E.)	Interested Expert (IE)	Status (Priority)	All Results	Last Updated	IE Comments	Action
Plumcot	PETOL PETUN	1997/2009a (3)	Angela Mearns (SE)	Chris	IE Comments (27 Mar 2015 - 10 Apr 2015)	View	21 Mar 2015	View	Edit

Access for making IE comments

## Adding IE Comments

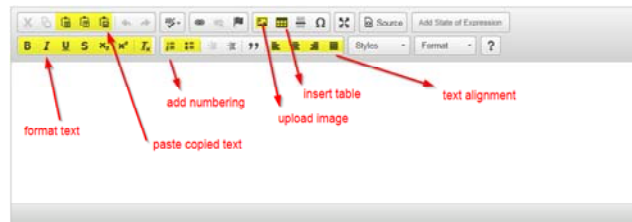


Throughout all screens, see the data entered by the LE (not editable for IEs)

Below each section, throughout all screens, make your comments in the Rich Text Editor fields

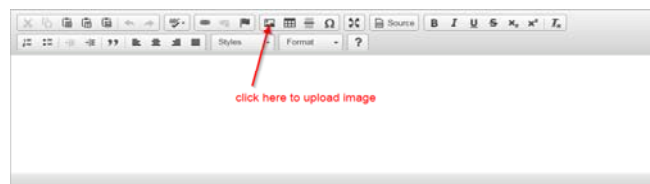
## Add IE comments-Rich Text Editors

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document



## Add IE comments-Rich Text Editors

- In the Rich Text Editors, IEs can now also provide illustrations
  - In order to add illustrations, you can copy and paste text and illustrations from a Word document
  - Illustrations can also be uploaded as follows:



## Adding IE Comments-Characteristics tab

View and make comments on individual characteristics

View and make comments on explanations covering several and individual characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
7. Table of Characteristics												
List of Characteristics												
Seq. No.	Name	States of Characteristics	Example Variables		Exp.	Type of Expr.	Middle of Chart of EC2	Growth Stage	Add to TQ	Explanation covering individual characteristics	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	upright1 semiupright2 spreading3	KepuFlash KUM1A8A 1 DOU PEHT 2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GN	VS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Explanation	(R)	Add Comments
2	Plant height	short5 medium5 tall7	KepuFlash KUM1A8A 1 DOU PEHT 2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MS VS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Add Comments
3	Shoot length	short5 medium5 long7	PEHT 2010 KepuFlash SunburstArom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GN	MS VS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short5 medium5 long7	KUM1A8A 1 DOU Kumpul Dullapae	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VS	<input type="checkbox"/>	<input type="checkbox"/>	View Explanation	(R) (R)	Add Comments

## Adding IE Comments-Characteristics tab

View and make comments on grouping characteristics

View and make comments on all explanations covering several characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
7. Table of Characteristics												
List of Characteristics												
View Grouping Characteristics View individual characteristics View several characteristics												
Seq.No.	Name	States of Expression/Notes	Example Variables	+	Exp	Type of Expr	Middle of Plot	Growth Stages	Add to TQ	Explanation covering individual characteristics	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	upright1 semiupright2 spreading3	KepuFlash KUM1A8A 1 DOU PEHT 2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GN	VS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Explanation	(R)	Add Comments
2	Plant height	short5 medium5 tall7	KepuFlash KUM1A8A 1 DOU PEHT 2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VS	<input type="checkbox"/>	<input type="checkbox"/>			Add Comments
3	Shoot length	short5 medium5 long7	PEHT 2010 KepuFlash SunburstArom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GN	MS VS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short5 medium5 long7	KUM1A8A 1 DOU Kumpul Dullapae	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VS	<input type="checkbox"/>	<input type="checkbox"/>	View Explanation	(R) (R)	Add Comments

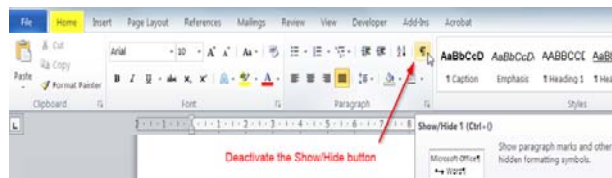
## Review TG

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

Click on the Review tab in order to export the Word document of a TG

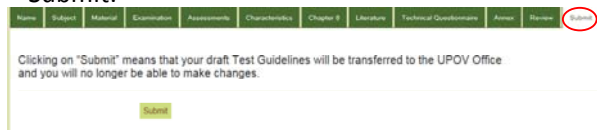
## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

- After having made your comments, click on Submit:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to make comments on the draft Test Guidelines after this date.

## IE Comments–LE Reply

- LEs can now reply on IE comments during the LE checking period, when the LEs finalizes his draft after the IE comment period and before submission to the Office
- The list of IE comments can be accessed by IEs also after the IE comment period in order to check whether replies on IE comments were made by the LE via the dashboard

TG Dashboard

Common Name	UPOV Country	Version	Leadtime Expert (LE)	Interim Expert (IE)	Status (Period)	All Periods	Last Updated	IE Comments	Action
Petich	PETCH PETUN	TG2022(gg)fr	Andreas Weiss (DE)	Details	IE Comments (22 Mar 2016 – 14 Apr 2016)	View	21 Mar 2016	View	8/8

## IE Comments–LE Reply

View LE replies in IE comment list on screen and in exported Word document

Interested Expert (IE) Comments  
▼ Default Order (by Chapter Name)    ◯ Order by IE Name    [SAVED .xls](#)

Chapter Name	IE Name	Comments Detail	Update Date
<a href="#">Details</a>	<a href="#">Link Details</a>	▼ Select comment Subject	14 Mar, 2016 12:53
		LE REPLY LE Reply Subject	14 Mar, 2016 12:26

## TG Template

First Step Tutorial

3. LE Checking

## Login

**EPOL** International Union for  
The Protection of Police Officers of Police  
[Home](#) [Dashboard](#) [TG/Donors Webpage](#) [Tutorials](#) [Feedback](#) [Logout](#)

### Login

Login ID:

Password:  [I have forgotten my username and/or password](#)

## Dashboard-Current Status

Common Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Interested Expert(s) (IE)	Status (Checks)	All Decisions	Last Updated	IE Comments	Action
Pine	PETOL PETUN	19202 (Pine 3)	Andreas Marmé (DE)	David	6 Checks (14 Mar, 2016 - 30 Apr, 2016)	None	21 Mar, 2016	None	Edit

Check Period

## Dashboard-All deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar, 2016	21 Mar, 2016
IE Comments	22 Mar, 2016	15 Apr, 2016
LE Checking	16 Apr, 2016	9 May, 2016

## Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

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

## Dashboard-View all IE Comments




Access list of all comments made by all IEs

## List of IE comments

Select preferred order of IE comments  
View compiled list of all comments made by all IEs  
Export list of IE comments according to order of comments selected

Interested Expert (IE) Comments

☒ Default Order (By Chapter Name)
 ☐ Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Salazar	Test comment Subject		14 Mar, 2016 12:13
		LE REPLY L.E. Reply Subject	Edit	14 Mar, 2016 12:29
		Test comment Material Required		
Material - Material Required	Peter Dutton		Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Salazar	Test comment Test Design	Reply	14 Mar, 2016 12:13


IEs can now also upload illustrations

## List of IE comments-LE reply

During the LE checking period, LEs can reply to IE comments  
See the LE reply directly below the relevant comment

Interested Expert (IE) Comments

☒ Default Order (By Chapter Name)
 ☐ Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Salazar	Test comment Subject		14 Mar, 2016 12:13
		LE REPLY L.E. Reply Subject	Edit	14 Mar, 2016 12:29
		Test comment Material Required		
Material - Material Required	Peter Dutton		Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Salazar	Test comment Test Design	Reply	14 Mar, 2016 12:13



## LE checking period-Edit TG

- During the LE checking period you can work on your draft as during the LE drafting period

Access TG for editing



The screenshot shows the UPOV TG Dashboard. At the top, there is a navigation bar with links: Home, Dashboard, TG Dashboard, Webinars, Tutorials, and Feedback. Below this is the 'TG Dashboard' section. A table lists TGs with columns: TG Name, UPOV Code(s), Version, Leading Expert (LE), International Experts (IE), Status (Draft/Checked), All Drafts/Checked, Last Updated, IE Comments, and Action. The first TG listed is 'HOPKINS', with UPOV Code(s) 'HOPKINS/1', Version '1.0', Leading Expert (LE) 'Stacy Winkler (IE)', International Experts (IE) 'None', Status 'LE Checking (14 Mar. 2016 – 30 Apr. 2016)', All Drafts/Checked 'None', Last Updated '28 Feb. 2016', IE Comments 'None', and an 'Edit' button in the Action column. A red arrow points from the text 'Access TG for editing' to the 'Edit' button.

TG Name	UPOV Code(s)	Version	Leading Expert (LE)	International Experts (IE)	Status (Draft/Checked)	All Drafts/Checked	Last Updated	IE Comments	Action
HOPKINS	HOPKINS/1	1.0	Stacy Winkler (IE)	None	LE Checking (14 Mar. 2016 – 30 Apr. 2016)	None	28 Feb. 2016	None	Edit

## LE checking period-Edit TG

- For guidance on editing TGs, please consult the LE drafting tutorial by clicking on the link below:

[LE drafting tutorial](#)

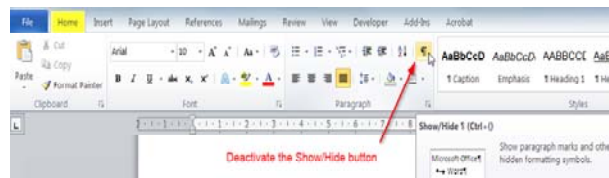
## Review TG



Click on the Review tab in order to export the Word document of a TG

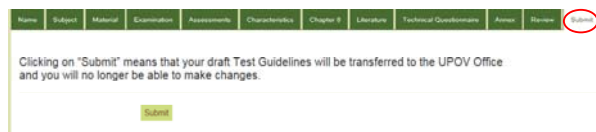
## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

- After having finalized the TG, click on Submit:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP report, and you will not be able to work on the draft Test Guidelines after this date.

[End of Annex and of document]