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IMPLEMENTATION OF A DOCUMENT MANAGEMENT SYSTEM FOR VARIETY FILES

Document prepared by an expert from Germany

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1. The purpose of this document is to give an update to a report on implementation of a document management system which was given at the thirty-second session of the TWC, held in Helsinki, Finland, 2014 (see document TWC/32/25). A detailed description and presentation was given at UPOV-TWC workshop in Shanghai 2016.
2. 10 years ago, the Bundessortenamt started to use a new electronic system to file applications for national listing and plant breeder's rights. In a second step in 2012, an electronic document management system was introduced to handle variety files.
3. Table 1 indicates the number of variety files, the number of plant species and the number of users involved in the system for each year beginning in 2012 up to the due date of 30th of June 2017 cumulative over years. A variety file consists of one or mostly more than one documents.

Table 1: Number of variety files, users and plant species cumulative over years

Number of /Year	2012	2013	2014	2015	2016	06/30/2017
Variety files	1.876	3.100	5.663	8.763	11.388	12.836
Plant species	12	12	53	210	294	332
Users	6	14	55	71	110	116

4. The number of variety files grew up from 1.876 in 2012 to 12.836 in the mid of 2017 and the number of species from 12 to 332. The number of users started with 6 in 2012 and has ended in the mid of 2017 with 116.
5. In the meantime client software for the variety file system and the document management system for general files were harmonized and consolidated. A general file consists of one or mostly more than one documents. Some new functions were integrated, for example:
 - a. separate post inboxes for users and groups
 - b. separate desks for users and groups
 - c. definition of favorite files to work with
 - d. detailed search
 - e. storing of last search
 - f. possibilities to filter long lists
 - g. and further new functions
6. Table 2 presents the number of files which are not variety files and the number of users working on these fields.

Table 2: Number of general files and corresponding users cumulative over years

Number of /Year	2012	2013	2014	2015	2016	06/30/2017
General files	-	2.065	2.581	3.010	6.923	8.039
Users	-	11	24	47	156	157

7. The number of general files using a four-step filing plan increased from 2.065 in 2012 to 8.039 in mid of 2017 and the number of users which are working with the general files increases from 11 to 157.

8. Furthermore all files from the e-procurement system of the Bundessortenamt were stored now in the same file system as for variety files and for general files. The e-procurement system project started two years earlier in 2010.

9. Table 3 indicates the number of procurement files and the number of users which are working with

Table 3: Number of procurement files and number of users which are working with

Number of /Year	2010	2011	2012	2013	2014	2015	2016	06/30/2017
Procurement files	143	446	780	1.244	1.717	2.162	2.830	3.439
Users	7	7	7	16	17	19	25	33

10. The number of procurement files increased from 143 in 2010 to 3.439 in the mid of 2017 and the number of corresponding users from 7 to 33.

11. In the next years the growth of variety files step by step is only limited by the number of new applications (about 2.000/year).

12. The number of general files will increase over next years as in the past and the number of e-procurement files will also be increases by addition of some more new users from our trial stations.

13. Year by year new function were added to the system and users are invited to give feedback on further developments.

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