



TWO/40/7

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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

**TECHNICAL WORKING PARTY FOR ORNAMENTAL PLANTS AND
FOREST TREES****Fortieth Session
Kunming, China, July 2 to 6, 2007****PRACTICAL GUIDE FOR DRAFTERS OF UPOV TEST GUIDELINES***Document prepared by the Office of the Union*

1. At its forty-third session, held in Geneva, from March 26 to 28, 2007, the Technical Committee (TC) noted that the Office of the Union (Office) had observed that the procedure for preparing Test Guidelines for consideration by the Technical Working Parties and by the TC was not always clear for new drafters (see document TC/43/3, paragraph 13). On that basis, the TC agreed that the Office should develop a practical guide for drafters, which would be made available as a part of the “Drafter’s kit” in the first restricted area of the UPOV website (see http://www.upov.int/restrict/en/index_drafters_kit.htm). That practical guide would reflect the procedure set out in document TGP/7 “Development of Test Guidelines”, Section 2 “Procedure for the Introduction and Revision of UPOV Test Guidelines”, but would provide more practical guidance in response to the questions which the Office regularly received.
2. The Annex to this document presents a draft practical guide for drafters of Test Guidelines for consideration by the Technical Working Parties at their sessions in 2007.

[Annex follows]

ANNEX

**DRAFT PRACTICAL GUIDE FOR DRAFTERS (LEADING EXPERTS)
OF UPOV TEST GUIDELINES¹****BEFORE THE TECHNICAL WORKING PARTY (TWP) SESSION**

- (a) Draft for circulation to the subgroup of interested experts:

<i>Timing:</i>	The deadline for circulation by the Leading Expert to the Interested Experts (Subgroup) is provided in an Annex to the TWP report (usually at least <u>three months before the TWP session</u>)
<i>Format:</i>	Draft Test Guidelines should be prepared using the Electronic TG Template (http://www.upov.int/restrict/en/index_drafters_kit.htm)
<i>Sources of information:</i>	Drafter's kit for TGs (http://www.upov.int/restrict/en/index_drafters_kit.htm): – adopted TGs in Word format – TGP/7 Annex 4 “Collection of approved characteristics” Subgroup of interested experts / GENIE database (practical DUS experience)
<i>Circulation and comments:</i>	The Leading Expert (not the Office) circulates the draft to the Interested Experts. The list of Interested Experts is provided in an Annex to the TWP report . A deadline for comments to be made by the subgroup of Interested Experts is provided in the same Annex to the TWP report .

- (b) Draft for the TWP session

<i>Timing:</i>	The deadline for the draft to be submitted to the Office of the Union (Office) is provided in Annex to the TWP report (usually at least <u>six weeks before the TWP session</u>)
<i>Format:</i>	Draft Test Guidelines should be prepared with the Electronic TG Template (http://www.upov.int/restrict/en/index_drafters_kit.htm) All characteristics in the Table of Characteristics should be numbered in sequence without letters (i.e. 1, 2, 3, <u>not</u> 1, 2, 2(a), 3) (previous numbering can be shown in brackets, e.g. “5 (old 4.)” Revisions (track change) mode should not be used: <u>Additions</u> can be indicated (manually) by highlighting & underlining <u>Deletions</u> can be indicated (manually) by highlighting & strikethrough Different colored text should not be used to indicate comments / changes
<i>“Final” drafts:</i>	Drafts at the “final” stage should have no missing information from any chapter of the Test Guidelines and should include, for example, explanations of characteristics contained in the Table of Characteristics and an appropriate set of example varieties.

AFTER THE TECHNICAL WORKING PARTY (TWP) SESSION

- (c) Test Guidelines to be re-discussed by the TWP

- Please use the Word version of the draft Test Guidelines prepared by the Office for the TWP session as the starting point for the subsequent year's draft (it will be correctly formatted) and incorporate all agreed changes as recorded in the TWP report; then repeat the process in (a) and (b) above

- (d) Test Guidelines to be submitted to the Technical Committee

- The **Office will prepare the draft** Test Guidelines for the TC
- Please provide all missing information requested in the TWP report by the date specified in the **Annex to the TWP report**, but please **do not** provide that information in the form of revised Test Guidelines containing that information

[End of Annex and of document]

¹ Note: drafters should read TGP/7 “Development of Test Guidelines”, in particular Section 2 “Procedure for the Introduction and Revision of UPOV Test Guidelines”