



TWO/49/17
 ORIGINAL: English
 DATE: May 23, 2016

INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS
 Geneva

TECHNICAL WORKING PARTY FOR ORNAMENTAL PLANTS AND FOREST TREES

Forty-Ninth Session
Gimcheon City, Republic of Korea, June 13 to 17, 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, as well as in the web-based TG Template under the link "Tutorials":

The screenshot shows the UPOV website's TG Dashboard. The navigation menu includes 'Home', 'Dashboard', 'TG Drafters Webpage', 'Tutorials' (indicated by a red arrow), and 'Feedback'. Below the navigation is a 'TG Dashboard' section with a filter for 'Active TGs (8)' and an 'Archive' button. A table with the following columns is displayed: Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action.

[Annex follows]

TG Template

First Step Tutorials

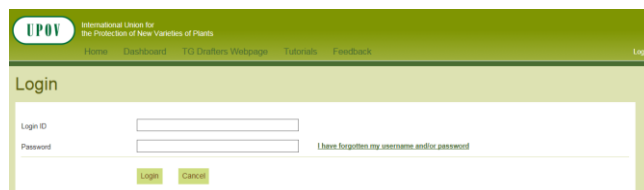
1. [Preparation of LE Draft](#)
2. [IE Comments](#)
3. [LE Checking](#)

TG Template

First Step Tutorial

1. Preparation of LE Draft

Login



The screenshot shows the login page of the UPOV website. At the top, there is a green header with the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below the header, there is a navigation menu with links for "Home", "Dashboard", "TG Drafters Webpage", "Tutorials", and "Feedback". A "Logout" link is also visible in the top right corner. The main content area is titled "Login" and contains two input fields: "Login ID" and "Password". To the right of the "Password" field, there is a link that says "I have forgotten my username and/or password". At the bottom of the form, there are two buttons: "Login" and "Cancel".

Dashboard

The screenshot shows the UPOV TG Dashboard. At the top, there is a navigation bar with the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below this, there are links for Home, Dashboard, TG Drafters Webpage, Tutorials, Feedback, and a Logout button. The main heading is "TG Dashboard". Underneath, there is a section for "Active Titles (8)" with a sub-link for "Active". A table displays the following data:

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Balely	HORDE_VL	TG19(1)grs 1)	Ralph Richter (DE)	Details	LE Draft (29 Feb. 2016 – 01 Apr. 2016)	View	29 Feb. 2016	View	Edit

Dashboard-Interested Experts (IE)

The screenshot shows the "Interested Expert (IE)" dashboard. It features a table with the following data:

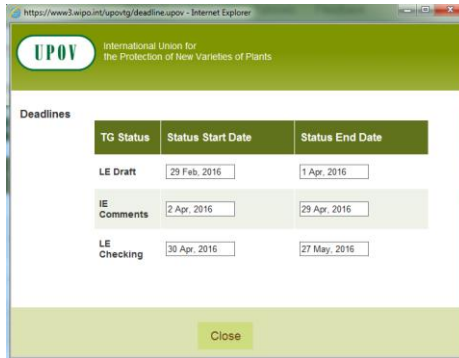
Full Name	Office Code	Participation Status
Tanvir Hossain	Australia, AU	Active
Alberto Ballesteros	Argentina, AR	Active
Elizabeth Prentice-Hudson	Canada, CA	Active
Radmila Safarikova	Czech Republic, CZ	Active

Dashboard-Current Status

The screenshot shows the UPOV TG Dashboard with a red circle highlighting the "Status (Period)" column in the table. An arrow points from the text "Check Period" below the table to the highlighted cell. The data in the table is as follows:

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Balely	HORDE_VL	TG19(1)grs 1)	Ralph Richter (DE)	Details	LE Draft (29 Feb. 2016 – 01 Apr. 2016)	View	29 Feb. 2016	View	Edit

Dashboard-All deadlines



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



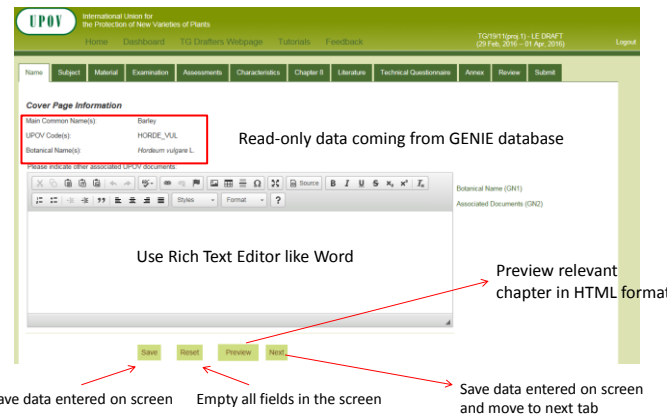
Access TG for drafting

Dashboard- First access to TG

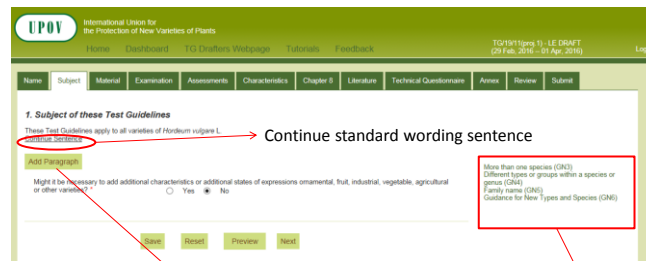


Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

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

1. Subject of these Test Guidelines
These Test Guidelines apply to all varieties of *Hibiscus* vulgaris L.
Continue Sentence

Remove Paragraph → Remove previously added paragraph

Use Rich Text Editor like Word

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties? Yes No

Save Report Preview Next

More than one species (CNS)
Different types or groups within a species or genus (CNS)
Family name (CNS)
Guidance for New Types and Species (CNS)

Edit TG- Drop down menus

1. Subject of these Test Guidelines
These Test Guidelines apply to all varieties of *Hibiscus* vulgaris L.
Continue Sentence

Add Paragraph

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties? Yes No

In the case of in particular, it may be necessary to use additional characteristics or additional states of expressions in order to examine Distinctness, Uniformity and Stability. (ASW 0)

fruit
ornamental
vegetable

Select existing option or add new option

Save Report Preview Next

More than one species (CNS)
Different types or groups within a species or genus (CNS)
Family name (CNS)
Guidance for New Types and Species (CNS)

Edit TG-SW and ASW

2. Method of Examination → Chapter headings

3.1 Number of Growing Cycles (ASW 2)

Single growing cycle

Two independent growing cycles

The minimum duration of tests should normally be two independent growing cycles. (ASW2(i))

Two independent cycles in the form of two separate plantings

The two independent growing cycles should be in the form of two separate plantings. (ASW2(ii))

Two independent cycles from a single planting

Explanation of the growing cycle (CNS 3)

Is a satisfactory crop of fruit required? Yes No

Fruit species with clearly defined dormant period

Fruit species with no clearly defined dormant period

Evergreen species with indeterminate growth

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

7. 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

Index	Seq.No.	Name	Status of Expression/Notes	Type of Expression	Methods of Observation	Growth Stage	Establishment/germination characteristics	Establishment/germination/Plant	TG Name	TG Reference
1		Plant height	very short	00	00				Alpharoma	100001
2		Plant height	short	00	00	MS VS			Alpharoma	100001
1.1		Anthracnose and Plant height		00	00	VSMS			Alpharoma	101001
1.2		Anthracnose and Plant height		00	00	VSMS			Alpharoma	101001
3		Plant height of most developed leaves		00	00	VSMS	00	00	Alpharoma	100001
1		Plant height		00	00				Black Current	100001
4		Plant height including leaves		00	00		00	00	Black Current	100001

Import Characteristics

Edit TG- Imported characteristics

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name, state of expression and notes are imported

Name (CN 13)	Status of Expression (CN 15, 20)	Notes	Example Varieties (CN 20)	* (CN 13)	Grp	Type of Expr (CN 21)	Methods of Obs (CN 25)	Type of Plant	Growth Stages (CN 24)	Add to TGs
Plant height	very short		1 Add Example Varieties							
	short		3 Add Example Varieties							
	medium		5 Add Example Varieties							
	tall		7 Add Example Varieties							
	Very tall		9 Add Example Varieties							

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 (CN 13)	Status of Expression (CN 15, 20)	Notes	Example Varieties (CN 20)	* (CN 13)	Grp	Type of Expr (CN 21)	Methods of Obs (CN 25)	Type of Plant	Growth Stages (CN 24)	Add to TGs
Enter Characteristics Name		None	Add Example Varieties							

Add More

Enter Characteristics

Edit TG- Example Varieties

Add example varieties one by one

Create Example Varieties Master List

Example Variety: Add

Example Variety	Action
Alaric	Edit / Remove
Chandor	Edit / Remove
Goldor	Edit / Remove

OK

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

Edit TG: Add characteristics from scratch

Type name and format, if appropriate

Type state of expression and select notes

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name (CN 18)	Status of Expression (CN 15, 20)	Notes	Example Varieties (CN 20)	* (CN 13)	Grp	Type of Expr (CN 21)	Methods of Obs (CN 23)	Type of Plot	Growth Stages (CN 34)	Add to TQ5
<input type="text"/>	<input type="checkbox"/>	None	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MB <input type="checkbox"/> MS <input type="checkbox"/> MO <input type="checkbox"/> VS	<input type="checkbox"/>	<input type="checkbox"/>	<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

Tick if characteristic has an asterisk (*)

Tick if characteristic is a grouping characteristic

Click to add characteristic to TQ 5

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name (CN 18)	Status of Expression (CN 15, 20)	Notes	Example Varieties (CN 20)	* (CN 13)	Grp	Type of Expr (CN 21)	Methods of Obs (CN 23)	Type of Plot	Growth Stages (CN 34)	Add to TQ5
<input type="text"/>	<input checked="" type="checkbox"/>	None	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MB <input type="checkbox"/> MS <input type="checkbox"/> MO <input type="checkbox"/> VS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add More

Enter Characteristics

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

Select type of plot and add growth stages, if appropriate

Enter completed characteristic to list of characteristics

Edit TG: List of characteristics

List of Characteristics

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

View all characteristics

Go to Search

Select	Seq No. (CN 26-27)	Name	States of Expression/Notes Example Varieties	*	Grp	Type of Expr	Millets of Obs Type of Plant	Growth Stage	Add to TG5	Explanation covering indiv. chars	Explanation covering several chars	Delete
	1	Plant persistence of foliage	absent01 absent02 Edward Southe			CL	VG			Edit Explanation		
	2	Plant growth habit	semi-anglic2 narrow03 Golden Herbarie spreading4 Lyn			FG	VG			Add/edit explanations		
	3	Plant height in relation to width	slender than base1 at 1st or 2nd02 Golden Herbarie broader than base3 Ruppre			ON	VG			Add Explanation		
	4	Plant density	spare1 spare to medium2 medium3 medium to dense4 dense5 Golden Herbarie			ON	VG			Add Explanation		

Order explanations covering several characteristics alphabetically

Edit TG: List of characteristics

Select	Seq No. (CN 26-27)	Name	States of Expression/Notes Example Varieties	*	Grp	Type of Expr	Millets of Obs Type of Plant	Growth Stage	Add to TG5	Explanation covering indiv. chars	Explanation covering several chars	Delete
	1	Plant height	short01 medium5 tall7 Thep Rajuan			ON	MG VG			Add Explanation	Add Explanation	
	2	Plant number of basal shoots	absent or very few1 few2 medium3 Katharanga			ON	MS VG			Edit Explanation	Add Explanation	

move characteristics up or down

click on characteristic name in order to edit characteristic

delete characteristic

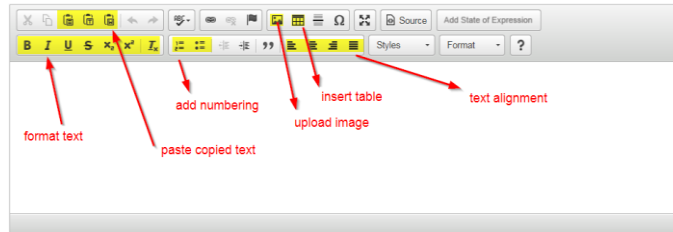
View/Edit grouping characteristics

Seq No.	Characteristic Name	Grouping Text
1	Plant persistence of foliage	
2	Plant growth habit	
3	Plant height in relation to width	

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

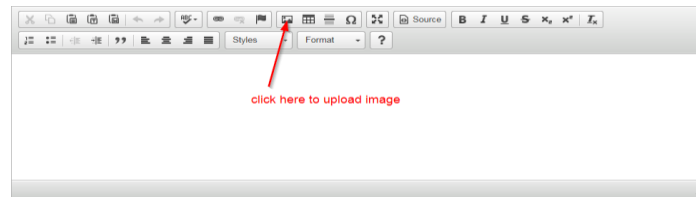
Edit TG: Add/Edit explanations covering individual characteristics

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



Edit TG: Add/Edit explanations covering individual characteristics

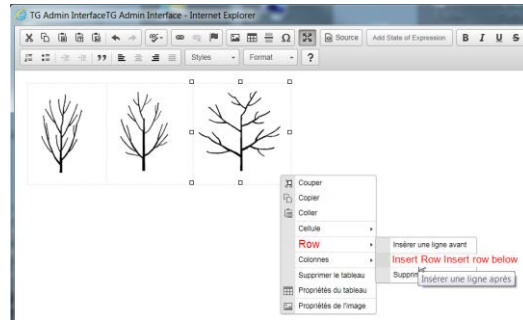
- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- Illustrations can also be uploaded as follows:



Edit TG: Add/Edit explanations covering individual characteristics

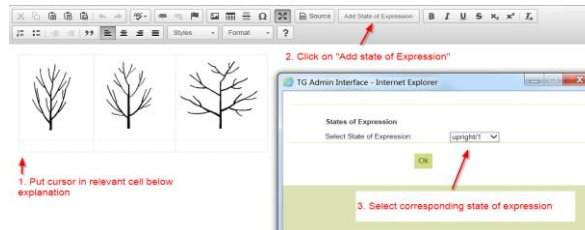
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately.
- Illustrations in tables from existing tables
 - copy and paste row with images from Word into the Rich Text Editor
 - add a row below (right mouse click in the table, select rows, then insert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

Edit TG: Add/Edit explanations covering individual characteristics



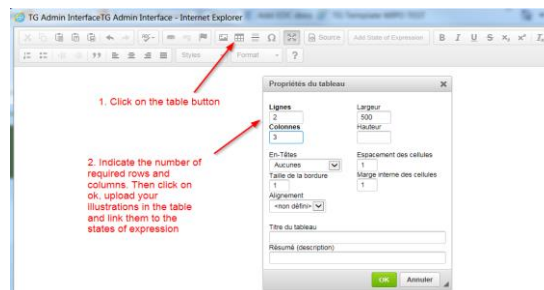
Edit TG: Add/Edit explanations covering individual characteristics

- 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

The screenshot shows the LPO1 interface for editing a characteristic. At the top, there is a green header with 'LPO1' and 'International Standard for the Protection of New Varieties of Plants'. Below this, there is a form with 'Characteristic Name' and 'Independent Label' fields. A red arrow points to the 'Independent Label' field with the text '1. Select label'. Below the form is a rich text editor with the text '2. Add explanation to Rich Text Editor'. A red arrow points to the 'Add Label Inclusion' button with the text '3. Click to add label to characteristic'. At the bottom, there is a table titled 'New explanation covering several characteristics' with columns 'Independent Label', 'Explanation', and 'Review'. A red box highlights the table, and a red arrow points to it with the text '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.)

The screenshot shows the LPO1 interface with the 'Chapter 8' tab selected. The tab is circled in red. Below the tabs, there is a section titled '8. Additional Information' with a text area for entering information. The text area is empty, and there is a rich text editor below it.

Edit TG- Literature

- Enter literature references in the Rich Text Editor

The screenshot shows the LPO1 interface with the 'Literature' tab selected. The tab is circled in red. Below the tabs, there is a section titled '9. Literature' with a rich text editor for entering literature references. The text area is empty, and there is a rich text editor below it. At the bottom, there are buttons for 'Save', 'Reset', 'Preview', and 'Next'.

Edit TG- Technical Questions

Name Subject Material Examination Assessments Characteristics Chapter 5 Literature Technical Questionnaire Annex Review Submit

10. Technical Questionnaire [View example](#)

Does this TQ also apply to parent lines submitted as a part of the examination of the hybrid variety? Yes No

1. Subject of the Technical Questionnaire Subject of the TQ (ASW 14)

Botanical Name: → Default according to coverage of TG and GENIE database

Common Name: → Default according to coverage of TG and GENIE database

Add other information → Add other information required in TQ (e.g. Species)

Add More → Add more sets for botanical and common name and other information

Edit TG- Technical Questions

Adapt standard breeding scheme in Rich Text Editor, if necessary

4. Information on the breeding scheme and propagation of the variety

4.1 Breeding Scheme

Please modify the standard wording if necessary

Variety resulting from:

4.1.1 Crossing

(a) controlled cross [1]

(please state parent varieties)

(.....) x (.....)

mutata in parent mutata in parent

Information on breeding scheme (ASW 15)

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

- tuber
- 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			1 Edit / Delete
			evergreen	Edward Goucher	2 Edit / Delete	
			upright	Edward Goucher	1 Edit / Delete	
			semi-upright	Miraud	2 Edit / Delete	
2 (2)	Plant: growth habit	<input type="radio"/>	rounded	Golden Panache	3 Edit / Delete	
			spreading	Lynn	4 Edit / Delete	
			later than broad	Edward Goucher, Sherwood	1 Edit / Delete	

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

Edit TG- Technical Questions

Complete TQ 6 to TQ 9

6. Similar varieties and differences from these varieties

Similar varieties (GN 33)

Characteristic 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

9. Information on plant material

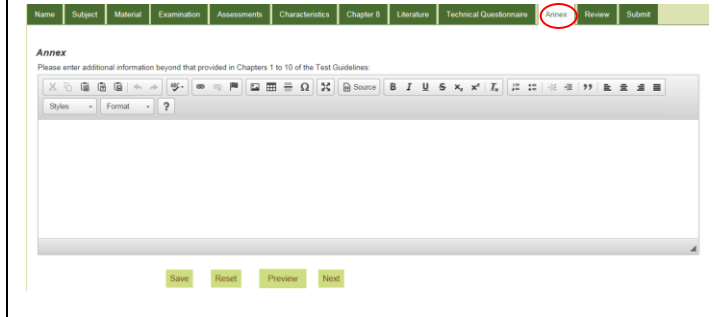
Should information on testing for the presence of virus or other pathogens be provided? * Yes No

Add Paragraph

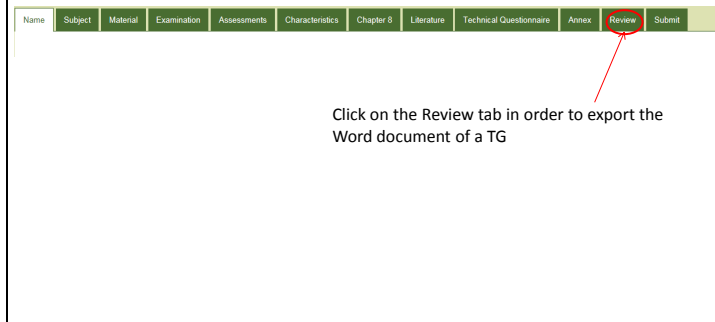
Save Reset Preview Next

Edit TG- Annex

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

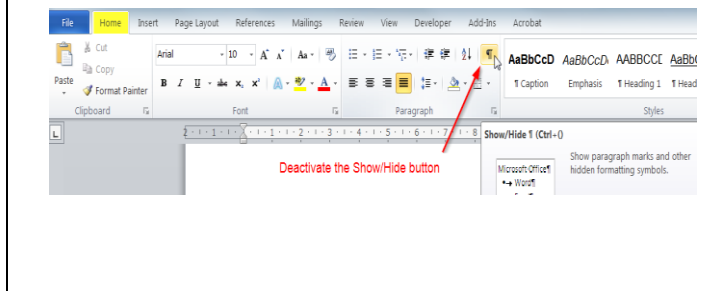


Review TG



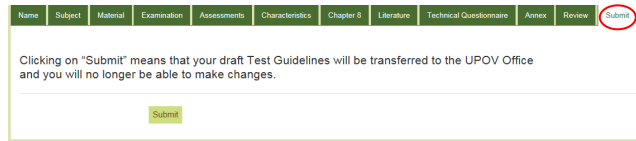
Word Export

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



Submit

- After having finalized your draft, click on Submit:



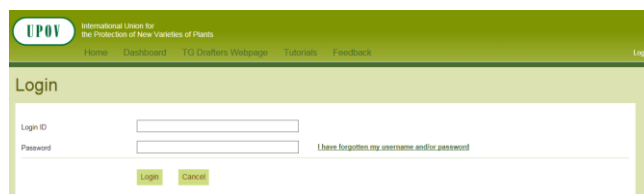
The screenshot shows a navigation menu with the following items: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 8, Literature, Technical Questionnaire, Annex, Review, and Submit. The 'Submit' button is circled in red. Below the menu, a text box contains the message: "Clicking 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." Below this message 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 menu with links for Home, Dashboard, TG Drafters Workspace, Tutorials, and Feedback. The main content area is titled "Login" and contains a form with 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 form are two buttons: "Login" and "Cancel".

Dashboard-Current Status

Active TGs (11)

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Decisions	Last Updated	IE Comments	Action
Petunia	PETCH, PETUN	TG2120(pnj.3)	Andreas Menne (DE)	Details	IE Comments (22 Mar, 2016 - 16 Apr, 2016)	View	21 Mar, 2016	View	Edit

Check Period

Dashboard-All deadlines

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

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH, PETUN	TG212(pnq.3)	Andreas Menne (DE)	Details	IE Comments (22 Mar. 2015 – 19 Apr. 2016)	View	21 Mar. 2016	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

Interested Expert (IE) Comments

Default Order (by Chapter Name)
 Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Update Date
Material - Materials Required	Chris Bamaby	suggest 15 plants	26 Jun, 2015 05:49
Assessment - Uniformity	Takayuki Mikuni	Could you indicate criteria of uniformity for hybrid varieties?	03 Jul, 2015 07:25
Characteristics - 1. Plant growth habit	Jung-Nam Suh	I suggest the inclusion of "Plant growth habit(Char. 1)" rather than "Plant height(Char. 2)" to Grouping characteristics as plant height will depend heavily on environmental conditions.	03 Jul, 2015 09:21
Characteristics - 18. Flower lobes	Chris Bamaby	Consider fewer states. There is difficulty in separating 3,4,5.	26 Jun, 2015 04:55
Characteristics - 19. Flower depth of incisions of margin	Michel Cormier	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 this characteristic from a flower to a corolla lobe characteristic.	02 Jul, 2015 19:46

Dashboard-Edit

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH, PETUN	TG212(pnq.3)	Andreas Menne (DE)	Details	IE Comments (22 Mar. 2015 – 19 Apr. 2016)	View	21 Mar. 2016	View	Edit

Access for making IE comments

Adding IE Comments

1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *XPetehoa* J. M. H. Shaw, Petunia Juss.

Additional information on the subject of these Test guidelines:

These Test Guidelines do not apply to varieties of the genus *Calibrachoa*, which are covered by the Test Guidelines for *Calibrachoa* (TG2072).

More than one species (QNS)
Different types or groups within a species or genus (QNS)
Family name (QNS)
Guidance for New Types and Species (QNS)

Is a satisfactory crop of fruit required? Yes No

IE Comment:

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

format text

add numbering

upload image

insert table

text alignment

paste copied text

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:

click here to upload image

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 Expression/Notes	Example Varieties	+	Grp	Type of Expr	Milids of Obs/Type of Plot	Growth Stages	Add to TQS	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant growth habit	upright1 semi-upright2 spreading3	Kaipurfaah KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	VG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Explanation	(R) (R)	Add Comments
2	Plant height	short3 medium5 tall7	Kaipurfaah KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG	<input type="checkbox"/>	<input type="checkbox"/>	View Explanation		Add Comments
3	Shoot length	short3 medium5 long7	PEHY 0010 Kaipurfaah Sursufkomi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short3 medium5 long7	KUMIYAMA 1 GOU Kanyal Dufaque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG	<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

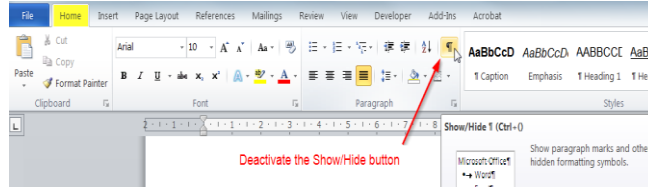
Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
7. Table of Characteristics List of Characteristics												
Seq.No.	Name	States of Expression/Notes	Example Varieties	+	Grp	Type of Expr	Milids of Obs/Type of Plot	Growth Stages	Add to TQS	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant growth habit	upright1 semi-upright2 spreading3	Kaipurfaah KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	VG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Explanation	(R)	Add Comments
2	Plant height	short3 medium5 tall7	Kaipurfaah KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG	<input type="checkbox"/>	<input type="checkbox"/>	View Explanation		Add Comments
3	Shoot length	short3 medium5 long7	PEHY 0010 Kaipurfaah Sursufkomi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Explanation		Add Comments
4	Leaf length	short3 medium5 long7	KUMIYAMA 1 GOU Kanyal Dufaque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG	<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											

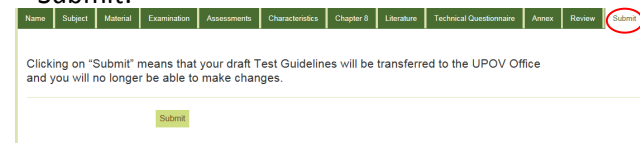
Word Export

- 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



A screenshot of the 'TG Dashboard' showing a table with the following columns: Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action. The 'View' button in the 'IE Comments' column is circled in red.

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petuna	PETOH; PETUN	TG2122(png.3)	Andrea Morone (SE)	Details	IE Comments (27 Mar 2016 – 19 Apr 2016)	View	21 Mar 2016	View	Edit

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 [SAVE AS...](#)

Chapter Name	IE Name	Comments Detail	Update Date
Subject	Luis Salaces	Next comment Subject	14 Mar, 2016 12:13
		LE REPLY LE Reply Subject	14 Mar, 2016 12:29

TG Template

First Step Tutorial
3. LE Checking

Login

UPOV International Union for the Protection of New Varieties of Plants
[Home](#) [Dashboard](#) [TLO Directors 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 Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Pelusa	PETOL PETUN	TG2120(pet.3)	Andras Menne (E)	Details	LE Checking (14 Mar, 2016 30 Apr, 2016)	View	21 Mar, 2016	View	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

Common Name	UPOV Code(s)	Version	Leading Expert (L,E)	Interested Experts (IE)	Status (Period)	All Decisions	Last Updated	IE Comments	Action
Pelusa	PETCH, PETUN	TG2120(pn3)	Andras Menne (E)	Details	LE Checking (14 Mar, 2016 -- 30 Apr, 2016)	View	21 Mar, 2016	View	Edit

Access list of all comments made by all IEs

List of IE comments

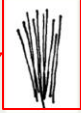
Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

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 Salacces	Test comment Subject		14 Mar, 2016 12:13
		LE REPLY LE Reply Subject	Edit	14 Mar, 2016 12:29
Material - Material_Supplied	Peter Button	Test comment Material Required		
			Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Salacces	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 Salacces	Test comment Subject		14 Mar, 2016 12:13
		LE REPLY LE Reply Subject	Edit	14 Mar, 2016 12:29
Material - Material_Supplied	Peter Button	Test comment Material Required		
			Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Salacces	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 for Home, Dashboard, TG Drafters Workspace, Tutorials, and Feedback. Below this is the 'TG Dashboard' section, which includes a table of 'Active TGs (8)'. The table has columns for Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action. The 'Belay' TG is highlighted, and its 'Action' column contains an 'Edit' button, which is circled in red. A red arrow points from the text 'Access TG for editing' to this button.

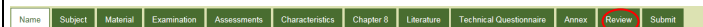
Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Belay	HORDE_VUL	T019119a9 11	Beth Richter (DE)	Details	LE Checking (14 Mar, 2016 – 30 Apr, 2016)	View	29 Feb, 2016	View	Edit

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



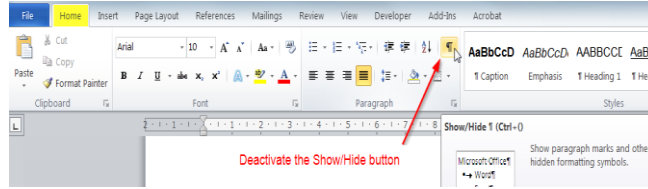
The screenshot shows a navigation bar with several tabs. The 'Review' tab is highlighted with a red box, and a red arrow points to it from the text below.

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

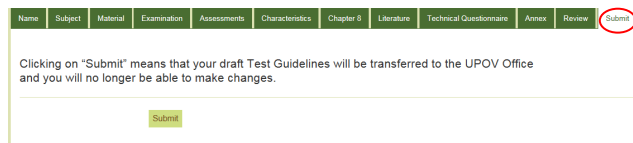
Word Export

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



Submit

- After having 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]