



TWV/50/17

ORIGINAL: English

DATE: May 31, 2016

# INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Geneva

## TECHNICAL WORKING PARTY FOR VEGETABLES

### Fiftieth Session

Brno, Czech Republic, June 27 to July 1, 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 International Union for the Protection of New Varieties of Plants (UPOV). The header is green with the UPOV logo and navigation links: Home, Downloads, TG Drafts/Viewpage, Tutorials, and Feedback. A 'Logout' link is in the top right. The main content area is titled 'Login' and contains two input fields for 'Login ID' and 'Password'. A link 'I have forgotten my username and/or password' is located below the password field. At the bottom are 'Login' and 'Cancel' buttons.

## Dashboard

Convention Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
HORDC_VAL		TG19/19(pgs.1)	Bodo Richter (DE)		L1 Draft: 20 Feb. 2016 - 31 Apr. 2016	View	20 Feb. 2016	View	Edit

## 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

Convention Name	UPOV Code(s)	Version	Leading Expert (L.E.)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
HORDC_VAL		TG19/19(pgs.1)	Bodo Richter (DE)		L1 Draft: 20 Feb. 2016 - 31 Apr. 2016	View	20 Feb. 2016	View	Edit

Check Period

## Dashboard-All deadlines

The screenshot shows a web browser window with the URL <https://www3.uipo.int/upov/tg/Deadline.upov>. The page is titled "Deadlines" and features a table with the following data:

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

A "Close" button is located at the bottom of the dashboard.

## 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:

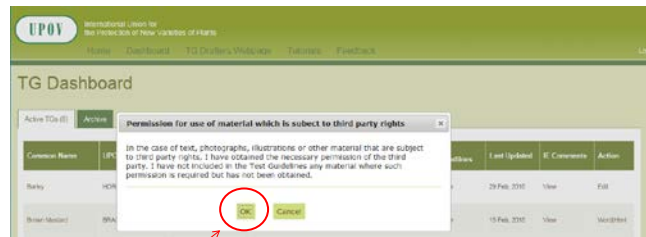
Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

## Dashboard-Edit

The screenshot shows the "TG Dashboard" with a table of Test Guidelines. The table has the following columns: Common Name, UPOV Code(s), Version, Leading Expert (L.E.), Intellectual Property (I.P.), Status (Priority), All Deadlines, Last Updated, E. Comments, and Action. The first row shows a Test Guideline named "Barley" with the UPOV Code "HORDE-VUL" and Version "TG/151 (para. 1)". The "Action" column for this row contains a red circle around the "Edit" button.

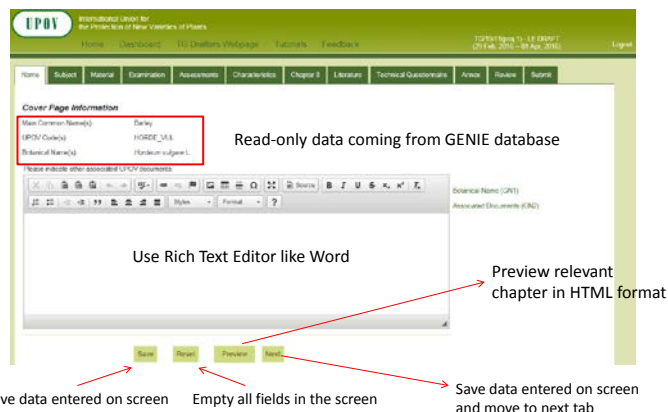
Access TG for drafting

## Dashboard- First access to TG

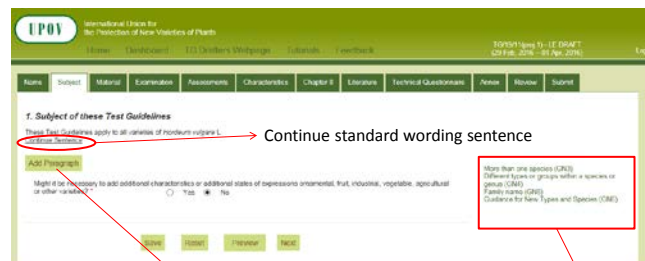


Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

## 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 UPOV TG Drafting Webpage. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 8, Literature, Technical Questionnaire, Annex, Review, Submit. Below the navigation bar, the 'Subject' tab is selected. The main content area is titled '1. Subject of these Test Guidelines'. Below this title, there is a text box containing the text 'These Test Guidelines apply to all varieties of *Hibiscus vulgaris* L.' and a 'Continue Section' button. To the right of the text box, there is a 'Remove Paragraph' button, which is circled in red. An arrow points from the text 'Remove previously added paragraph' to this button. Below the text box, there is a rich text editor with a toolbar and a text area containing the text 'Use Rich Text Editor like Word'. To the right of the rich text editor, there is a list of options: 'More than one species (GN)', 'Different types or groups within a species or genus (GN)', 'Family name (GN)', and 'Guidance for New Types and Species (GN)'. Below the rich text editor, there is a text box containing the text 'Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other intended?' and two radio buttons: 'Yes' and 'No'. At the bottom of the page, there are four buttons: 'Save', 'Reset', 'Preview', and 'Next'.

## Edit TG- Drop down menus

The screenshot shows the UPOV TG Drafting Webpage. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 8, Literature, Technical Questionnaire, Annex, Review, Submit. Below the navigation bar, the 'Subject' tab is selected. The main content area is titled '1. Subject of these Test Guidelines'. Below this title, there is a text box containing the text 'These Test Guidelines apply to all varieties of *Hibiscus vulgaris* L.' and a 'Continue Section' button. To the right of the text box, there is a 'Add Paragraph' button. Below the text box, there is a dropdown menu for 'In the category of expression'. The dropdown menu is open, showing three options: 'fruit', 'ornamental', and 'vegetable'. The 'fruit' option is selected. Below the dropdown menu, there is a text box containing the text 'Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other intended?' and two radio buttons: 'Yes' and 'No'. At the bottom of the page, there are four buttons: 'Save', 'Reset', 'Preview', and 'Next'.

Select existing option or add new option

## Edit TG-SW and ASW

The screenshot shows the UPOV TG Drafting Webpage. At the top, there is a navigation bar with tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 8, Literature, Technical Questionnaire, Annex, Review, Submit. Below the navigation bar, the 'Examination' tab is selected. The main content area is titled '3. Method of Examination'. Below this title, there is a text box containing the text '3.1 Number of Growing Cycles (ASW)'. To the right of the text box, there is a 'Chapter headings' label. Below the text box, there is a dropdown menu for 'Number of growing cycles'. The dropdown menu is open, showing three options: 'Single growing cycle', 'Two independent growing cycles', and 'Two dependent growing cycles'. The 'Two independent growing cycles' option is selected. Below the dropdown menu, there is a text box containing the text 'The minimum duration of tests should normally be two independent growing cycles (ASW/ASW)'. Below this text box, there is a text box containing the text 'Two independent cycles in the form of two separate plantings' and a radio button: 'Yes'. Below this text box, there is a text box containing the text 'The two independent growing cycles should be in the form of two separate plantings (ASW/ASW)' and a radio button: 'No'. Below this text box, there is a text box containing the text 'Two dependent cycles from a single planting' and a radio button: 'No'. Below the text boxes, there is a text box containing the text 'Is a satisfactory crop of fruit required?' and two radio buttons: 'Yes' and 'No'. Below this text box, there is a text box containing the text 'Fruit species with clearly defined dormant period' and a radio button: 'Yes'. Below this text box, there is a text box containing the text 'Fruit species with no clearly defined dormant period' and a radio button: 'No'. Below this text box, there is a text box containing the text 'Evergreen species with indeterminate growth' and a radio button: 'No'. At the bottom of the page, there are four buttons: 'Save', 'Reset', 'Preview', and 'Next'.

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 Adopter Characteristics

Load Results

Search Results List

Search for characteristic name or state of expression of adopted TGs

Go to the list of Characteristics

Search	Lang ID	Name	Notes or Expression	State	Type of Expression	Modality of Expression	Source	Language	Characteristics	Characteristics	Characteristics	Characteristics	Characteristics	Characteristics	Characteristics	Characteristics
1	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
2	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
3	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
4	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
5	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
6	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
7	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
8	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
9	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant
10	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant	Plant

Import Characteristics

Click on Import characteristics

Access relevant TG

## Edit TG- Imported characteristics

**ASB4R Characteristics**  
 Create/Edit Example Variables Master List

**Name, state of expression and notes are imported**

Name (JCR 10)	States of Expression (JCR 15, 20)	Notes (JCR 20)	Gen (JCR 13)	Type of Expr (JCR 21)	Min. No. of Obs (JCR 25)	Type of Plot	Graph Stages (JCR 26)	Add to TDS
Plant height	Very short	1	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
	Short	3						
	Medium	5						
	Tall	7						
	Very tall	9						
<a href="#">Add more</a>								

**Enter Characteristics**

## Edit TG: Add characteristics from scratch

Before creating characteristics, create master list of example varieties

Add/Edit Characteristics

Add/Edit Example Varieties Master List

Name (20-10)	Status of Expression (20-10, 20)	Notes	Example Varieties (20-10)	Genotype (20-13)	Genotype (20-13)	Type of Leaf (20-17)	Mode of Growth (20-25)	Type of Flower	Growth Stages (20-26)	Color
<input type="text" value="Enter Characteristics Name"/>	<input checked="" type="checkbox"/>	<input type="text" value="Notes"/>	<input type="text" value="Add a complete genotype"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Type"/>	<input type="text" value="Mode"/>	<input type="text" value="Type"/>	<input type="text" value="Color"/>	<input type="text" value="Color"/>
<input type="button" value="Add Entry"/>										

Enter Characteristics

## Edit TG- Example Varieties

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

Type name and format, if appropriate

Type state of expression and select notes

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

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

Order explanations covering several characteristics alphabetically

Add/edit explanations

Select	Seq. No. (01-25.07)	Name	States of Expression/States (Example Varieties)	*	Grp	Type of Expr	Width of Char Type of Plant	Grass/ Sedges	Add to TGS	Explanation covering several chars	Explanation covering several chars	Notes
1		Plant persistence of foliage	perennant perennial2 biennial2 annual2 winter annual2 winter biennial2 winter annual2 winter biennial2	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	
2		Plant growth habit	erect erect2 erect3 erect4 erect5 erect6 erect7 erect8 erect9 erect10 erect11 erect12 erect13 erect14 erect15 erect16 erect17 erect18 erect19 erect20 erect21 erect22 erect23 erect24 erect25 erect26 erect27 erect28 erect29 erect30 erect31 erect32 erect33 erect34 erect35 erect36 erect37 erect38 erect39 erect40 erect41 erect42 erect43 erect44 erect45 erect46 erect47 erect48 erect49 erect50 erect51 erect52 erect53 erect54 erect55 erect56 erect57 erect58 erect59 erect60 erect61 erect62 erect63 erect64 erect65 erect66 erect67 erect68 erect69 erect70 erect71 erect72 erect73 erect74 erect75 erect76 erect77 erect78 erect79 erect80 erect81 erect82 erect83 erect84 erect85 erect86 erect87 erect88 erect89 erect90 erect91 erect92 erect93 erect94 erect95 erect96 erect97 erect98 erect99 erect100	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	
3		Plant height in relation to width	erect erect2 erect3 erect4 erect5 erect6 erect7 erect8 erect9 erect10 erect11 erect12 erect13 erect14 erect15 erect16 erect17 erect18 erect19 erect20 erect21 erect22 erect23 erect24 erect25 erect26 erect27 erect28 erect29 erect30 erect31 erect32 erect33 erect34 erect35 erect36 erect37 erect38 erect39 erect40 erect41 erect42 erect43 erect44 erect45 erect46 erect47 erect48 erect49 erect50 erect51 erect52 erect53 erect54 erect55 erect56 erect57 erect58 erect59 erect60 erect61 erect62 erect63 erect64 erect65 erect66 erect67 erect68 erect69 erect70 erect71 erect72 erect73 erect74 erect75 erect76 erect77 erect78 erect79 erect80 erect81 erect82 erect83 erect84 erect85 erect86 erect87 erect88 erect89 erect90 erect91 erect92 erect93 erect94 erect95 erect96 erect97 erect98 erect99 erect100	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	
4		Plant density	erect erect2 erect3 erect4 erect5 erect6 erect7 erect8 erect9 erect10 erect11 erect12 erect13 erect14 erect15 erect16 erect17 erect18 erect19 erect20 erect21 erect22 erect23 erect24 erect25 erect26 erect27 erect28 erect29 erect30 erect31 erect32 erect33 erect34 erect35 erect36 erect37 erect38 erect39 erect40 erect41 erect42 erect43 erect44 erect45 erect46 erect47 erect48 erect49 erect50 erect51 erect52 erect53 erect54 erect55 erect56 erect57 erect58 erect59 erect60 erect61 erect62 erect63 erect64 erect65 erect66 erect67 erect68 erect69 erect70 erect71 erect72 erect73 erect74 erect75 erect76 erect77 erect78 erect79 erect80 erect81 erect82 erect83 erect84 erect85 erect86 erect87 erect88 erect89 erect90 erect91 erect92 erect93 erect94 erect95 erect96 erect97 erect98 erect99 erect100	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	

## Edit TG: List of characteristics

Select	Seq. No. (01-25.07)	Name	States of Expression/States (Example Varieties)	*	Grp	Type of Expr	Width of Char Type of Plant	Grass/ Sedges	Add to TGS	Explanation covering several chars	Explanation covering several chars	Notes
1		Plant height	short medium tall tall2 tall3 tall4 tall5 tall6 tall7 tall8 tall9 tall10 tall11 tall12 tall13 tall14 tall15 tall16 tall17 tall18 tall19 tall20 tall21 tall22 tall23 tall24 tall25 tall26 tall27 tall28 tall29 tall30 tall31 tall32 tall33 tall34 tall35 tall36 tall37 tall38 tall39 tall40 tall41 tall42 tall43 tall44 tall45 tall46 tall47 tall48 tall49 tall50 tall51 tall52 tall53 tall54 tall55 tall56 tall57 tall58 tall59 tall60 tall61 tall62 tall63 tall64 tall65 tall66 tall67 tall68 tall69 tall70 tall71 tall72 tall73 tall74 tall75 tall76 tall77 tall78 tall79 tall80 tall81 tall82 tall83 tall84 tall85 tall86 tall87 tall88 tall89 tall90 tall91 tall92 tall93 tall94 tall95 tall96 tall97 tall98 tall99 tall100	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	
2		Plant number of basal shoots	few medium many many2 many3 many4 many5 many6 many7 many8 many9 many10 many11 many12 many13 many14 many15 many16 many17 many18 many19 many20 many21 many22 many23 many24 many25 many26 many27 many28 many29 many30 many31 many32 many33 many34 many35 many36 many37 many38 many39 many40 many41 many42 many43 many44 many45 many46 many47 many48 many49 many50 many51 many52 many53 many54 many55 many56 many57 many58 many59 many60 many61 many62 many63 many64 many65 many66 many67 many68 many69 many70 many71 many72 many73 many74 many75 many76 many77 many78 many79 many80 many81 many82 many83 many84 many85 many86 many87 many88 many89 many90 many91 many92 many93 many94 many95 many96 many97 many98 many99 many100	Stemless biennial		GR	VS			Add Explanation	Edit Explanation	

## 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

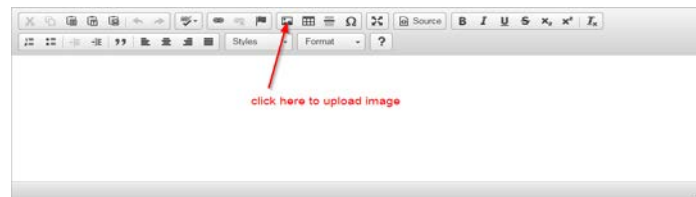
### Edit TG: Add/Edit explanations covering individual characteristics

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



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

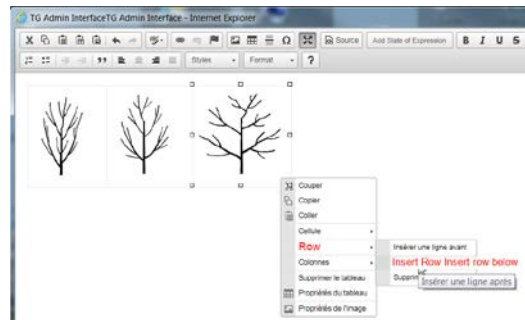
- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- Illustrations can also be uploaded as follows:



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

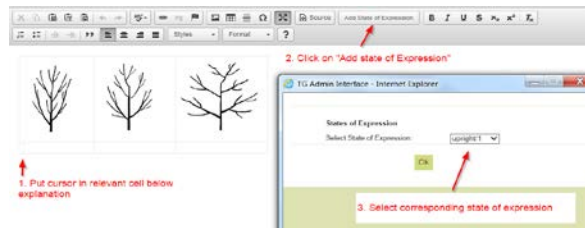
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately.
- Illustrations in tables from existing tables
  - copy and paste row with images from Word into the Rich Text Editor
  - add a row below (right mouse click in the table, select rows, then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

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



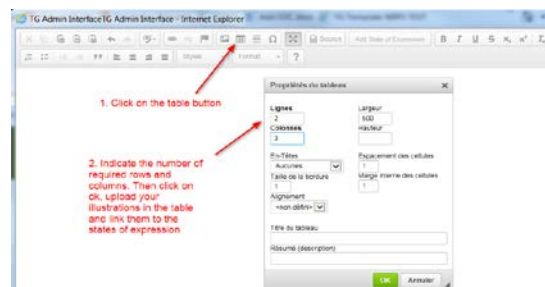
## Edit TG: Add/Edit explanations covering individual characteristics

- 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 'Edit TG' interface. At the top, there's a green header with 'EP01' and 'The Production of New Varieties of Plants'. Below this, there's a 'Characteristics Name' field with 'Leaf tissue density' and a 'Select label' button. The main area is a 'Rich Text Editor' with a '2. Add explanation to Rich Text Editor' label. At the bottom, there's a table with columns 'Label', 'Explanation', and 'Review'. The table has two rows: one with 'Leaf tissue density' and 'Density of leaf tissue', and another with 'Observations are made on fully expanded leaves' and 'Density'. A '3. Click to add label to characteristic' button is next to the table. A 'View summary for labels added for characteristic' button is at the bottom.

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.)

The screenshot shows the 'Edit TG-Tab Chapter 8' interface. At the top, there's a green header with 'Name', 'Subject', 'Material', 'Examination', 'Assessments', 'Characteristics', 'Chapter 8', 'Literature', 'Technical Questionnaire', 'Annex', 'Review', and 'Submit'. Below this, there's a section titled '8. Additional Information' with a text area for 'Chapters 8.1 and 8.2 on explanations covering individual and several characteristics will be populated automatically according to the data entered in the tab "Characteristics". Please fill in here any additional information, e.g. growth stages, example variety synonyms, information on grouping types, etc.' and a 'Source' field.

## Edit TG- Literature

- Enter literature references in the Rich Text Editor

The screenshot shows the 'Edit TG- Literature' interface. At the top, there's a green header with 'Name', 'Subject', 'Material', 'Examination', 'Assessments', 'Characteristics', 'Chapter 8', 'Literature', 'Technical Questionnaire', 'Annex', 'Review', and 'Submit'. Below this, there's a section titled '9. Literature' with a text area for 'Literature References:'. The text area has a 'Source' field and a 'Literature (SN 30)' label. Below the text area, there's a 'Save', 'Reset', 'Preview', and 'Next' buttons. A note at the bottom says: 'Literature should be presented as follows: for ex [Surname 1], [Initials 1], [Surname 2], [Initials 2] etc., [Year] [Title], [Publication] [Town], [City / Region], [Country], [pp. n1 to n2 or n.x pp.]'.

## Edit TG- Technical Questions

Home Subject Material Examination Assessments Characteristics Chapter 3 Literature Technical Questionnaire Annex Review Submit

10. Technical Questionnaire [View example](#)

Does this TG 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 TG (ASW 14)

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

Common Name:  Add other information required in TQ (e.g. Species)

Add other information

[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) combined cross: [ ] [ ]

(please state parent varieties)

[ ] X [ ]

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 33)

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 Minard Golden Parache Lynn Edward Goucher, Sherwood		1 Edit / Delete 2 Edit / Delete 3 Edit / Delete 4 Edit / Delete 1 Edit / Delete
						None Add

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

8. Information on plant material

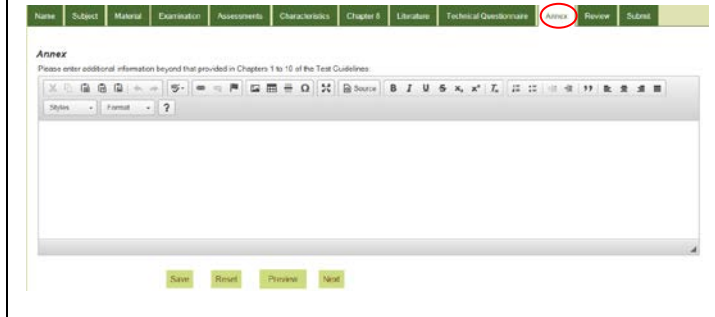
Should information on testing for the presence of virus or other pathogens be provided? \* ☐ Yes ☒ No

Add Paragraph

Save Reset Preview Next

## Edit TG- Annex

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

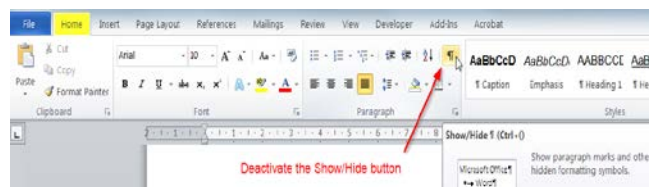


## Review TG



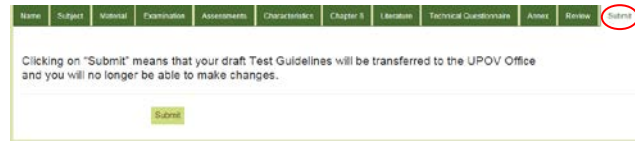
## Word Export

- 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, Assessments, Characteristics, Chapter 1, Literature, Technical Questionnaire, Annex, Review, 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 form, there 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

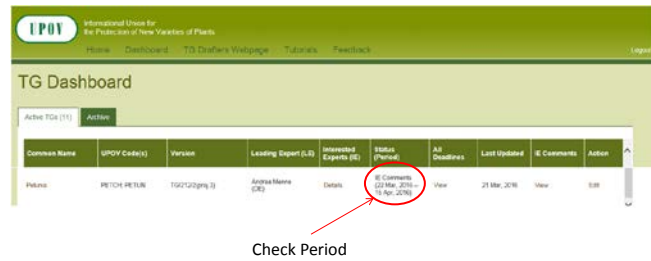
## Login



The screenshot shows the UPOV online system login page. The header includes the UPOV logo and the text 'International Union for the Protection of New Varieties of Plants'. Below the header, there is a navigation bar with links: Home, Guidelines, TG Drafting Guidelines, Tutorials, and Feedback. The main content area is titled 'Login' and contains two input fields for 'Login ID' and 'Password'. A link 'I have forgotten my username and/or password' is located below the password field. At the bottom of the login form, there are two buttons: 'Login' and 'Cancel'.



## Dashboard-Current Status



International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafts Webpage Tutorials Feedback Logout

### TG Dashboard

Active TGs (11)

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Pelino	PETCH RETURN	TG2/TG2(mg)3	Andrea Menna (20)		IE Comments (22 Mar, 2016 – 15 Apr, 2016)	View	21 Mar, 2016	View	5:58

Check Period

## Dashboard-All deadlines



International Union for the Protection of New Varieties of Plants

### 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



International Union for the Protection of New Varieties of Plants

Home Dashboard TGA Drafters Webpage Tutorials Feedback Logout

### TG Dashboard

Active TGA (11) Action

Common Name	UPOV Code(s)	Version	Leading Expert (L.E)	Interested Experts (IE)	Status (Period)	All Drafts	Last Updated	IE Comments	Action
Potato	POTCH POTUN	TG2122(gm)13	Andrea Neme (DE)	Details	IE Comments (22 Mar 2016 – 19 Apr 2016)	View	21 Mar 2016	<a href="#">View</a>	5/8

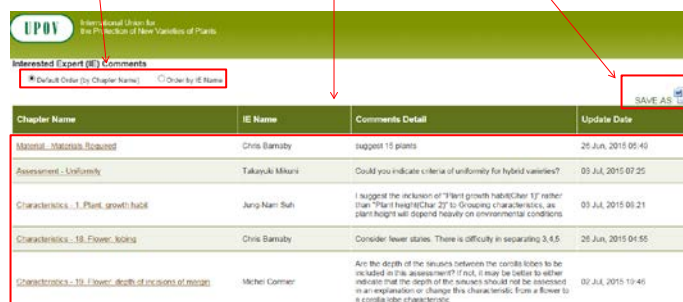
Access list of all comments made by all IEs

## 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



International Union for the Protection of New Varieties of Plants

### Interested Expert (IE) Comments

☒ Default Order (by Chapter Name) ☐ Order by IE Name

[SAVE AS](#)

Chapter Name	IE Name	Comments Detail	Update Date
Material - Varieties Required	Chris Barnaby	suggest 15 plants	26 Jun, 2015 05:43
Assessment - Uniformity	Takayuki Mitani	Could you indicate criteria of uniformity for hybrid varieties?	05 Jul, 2015 07:25
Characteristics - 3. Plant growth habit	Jung Nam Suh	I suggest the inclusion of "Plant growth habit" rather than "Plant height" Char 27 to growing characteristics, as plant height will depend heavily on environmental conditions	09 Jul, 2015 09:21
Characteristics - 18. Flower, colour	Chris Barnaby	Consider fewer stories. There is difficulty in separating 3, 4, 5.	26 Jun, 2015 04:55
Characteristics - 19. Flower, depth of incision of margin	Meriel Corrier	Are the depth of the sinuata between the corolla lobes to be included in the assessment? If not, it may be better to either indicate that the depth of the sinuata should not be assessed in an explanation or change this characteristic from a flower to a corolla characteristic	02 Jul, 2015 13:45

## Dashboard-Edit



International Union for the Protection of New Varieties of Plants

Home Dashboard TGA Drafters Webpage Tutorials Feedback Logout

### TG Dashboard

Active TGA (11) Action

Common Name	UPOV Code(s)	Version	Leading Expert (L.E)	Interested Experts (IE)	Status (Period)	All Drafts	Last Updated	IE Comments	Action
Potato	POTCH POTUN	TG2122(gm)13	Andrea Neme (DE)	Details	IE Comments (22 Mar 2016 – 19 Apr 2016)	View	21 Mar 2016	<a href="#">View</a>	<a href="#">Edit</a>

Access for making IE comments

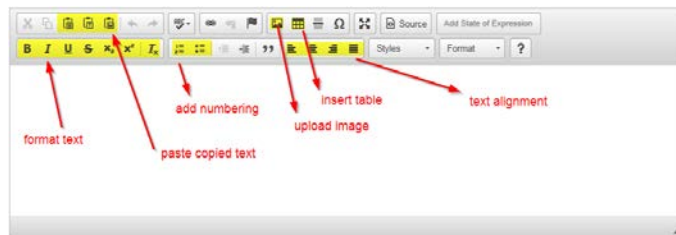
## Adding IE Comments

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

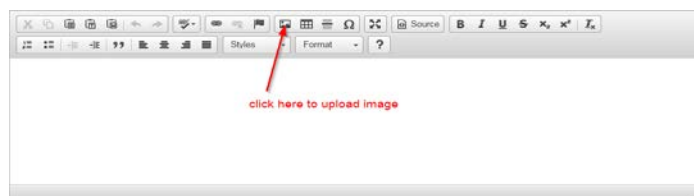
## Add IE comments-Rich Text Editors

- 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

Sig.No.	Name	States of Expression/Notes	Example Variants	*	Grp	Type of Expr	Mixts of Cnt Type of Pnt	Growth Stages	Add to TGS	Explanation covering individual characteristic	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	upright semi-upright spreading?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	GN	VS		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>	<a href="#">(0)</a>	<a href="#">Add Comments</a>
2	Plant height	short? medium? tall?	Kieferföhre KUMYAMA 1 SOU PEIXI 2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VG		<input type="checkbox"/>			<a href="#">Add Comments</a>
3	Shoot length	short? medium? long?	PEIXI 2011 Kieferföhre Santurmons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GN	MS VG		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>		<a href="#">Add Comments</a>
4	Leaf length	short? medium? long?	KUMYAMA 1 SOU Keropal Dierlique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VG		<input type="checkbox"/>	<a href="#">View Explanation</a>	<a href="#">(0)</a> <a href="#">(0)</a>	<a href="#">Add Comments</a>

## 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

Sig.No.	Name	States of Expression/Notes	Example Variants	*	Grp	Type of Expr	Mixts of Cnt Type of Pnt	Growth Stages	Add to TGS	Explanation covering individual characteristic	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	upright semi-upright spreading?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	GN	VS		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>	<a href="#">(0)</a>	<a href="#">Add Comments</a>
2	Plant height	short? medium? tall?	Kieferföhre KUMYAMA 1 SOU PEIXI 2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VG		<input type="checkbox"/>			<a href="#">Add Comments</a>
3	Shoot length	short? medium? long?	PEIXI 2011 Kieferföhre Santurmons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GN	MS VG		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>		<a href="#">Add Comments</a>
4	Leaf length	short? medium? long?	KUMYAMA 1 SOU Keropal Dierlique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GN	MS VG		<input type="checkbox"/>	<a href="#">View Explanation</a>	<a href="#">(0)</a> <a href="#">(0)</a>	<a href="#">Add Comments</a>

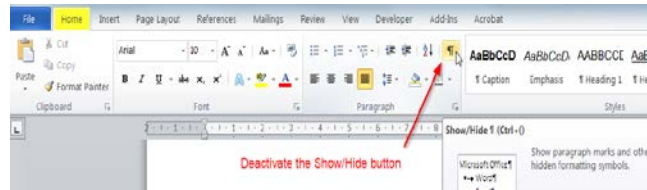
## Review TG

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

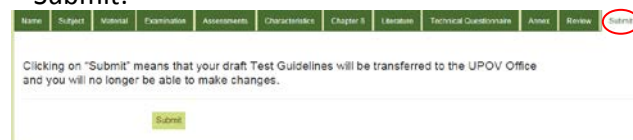
## Word Export

- 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

Comment Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Update	IE Comments	Action
Petun	PETUN PETUN	1.001 (2016/17)	Annex Memo (AE)	Details	IE Comments (22 Mar 2016 - 15 Apr 2016)	View	21 Mar 2016	View	SR

## 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

Chapter Name	IE Name	Comments Detail	Update Date
Subject	Luis Salazar	Test 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

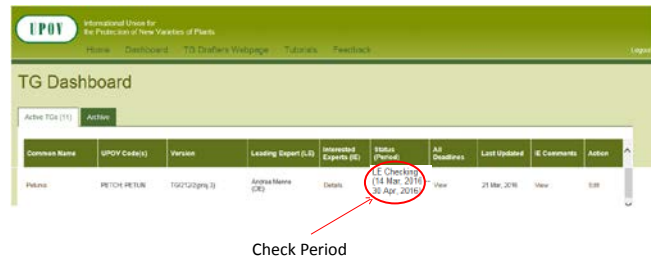
**UPOV** International Union for the Protection of New Varieties of Plants  
Home    Dashboard    My Dashboard    My Profile    Feedback    Logout

### Login

Login ID:

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


## Dashboard-Current Status



Check Period

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Potato	POTCH-REUN	TG2/TG2mg/13	Andrea Mena (ES)	Details	LE Checking (14 Mar, 2016 30 Apr, 2016)	View	21 Mar, 2016	View	5/8

## 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 (IE)	Interested Experts (IE)	Status (Period)	All Resources	Last Updated	IE Comments	Action
Potato	POTCH POTUN	TG2/TG2mg/13	Andrea Neme (IE)	Details	IE Checking (14 Mar, 2016 -- 30 Apr, 2016)	View	28 Mar, 2016	<a href="#">View</a>	5/8

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
<a href="#">Subject</a>	Luis Saldaña	Test comment: Subject		14 Mar, 2016 12:13
		<b>LE REPLY</b> LE Reply Subject	OK	14 Mar, 2016 12:25
<a href="#">Material - Material Supplied</a>	Peter Butten	Test comment: Material Required		
			Reply	14 Mar, 2016 12:24
<a href="#">Examination - Test Design</a>	Luis Saldaña	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
<a href="#">Subject</a>	Luis Saldaña	Test comment: Subject		14 Mar, 2016 12:13
		<b>LE REPLY</b> LE Reply Subject	OK	14 Mar, 2016 12:25
<a href="#">Material - Material Supplied</a>	Peter Butten	Test comment: Material Required		
			Reply	14 Mar, 2016 12:24
<a href="#">Examination - Test Design</a>	Luis Saldaña	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 IPIV TG Dashboard. At the top, there is a navigation bar with links: Home, Dashboard, TG Drafting Workspace, Tutorials, and Feedback. Below this is the 'TG Dashboard' section. It features a table with columns: Creation Name, IPIV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), 20 Deadlines, Last Updated, IE Comments, and Action. The first row of the table has the following data: 'Bater', 'HOKOL\_1A', '10/19113103.1', 'Bate Rulor (BA)', 'JGAKS', 'LE Checking (14 Mar 2016 - 30 Apr 2016)', '1404', '29 Feb 2016', 'None', and 'Edit'. The 'Edit' button is highlighted with a red box.

Creation Name	IPIV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	20 Deadlines	Last Updated	IE Comments	Action
Bater	HOKOL_1A	10/19113103.1	Bate Rulor (BA)	JGAKS	LE Checking (14 Mar 2016 - 30 Apr 2016)	1404	29 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



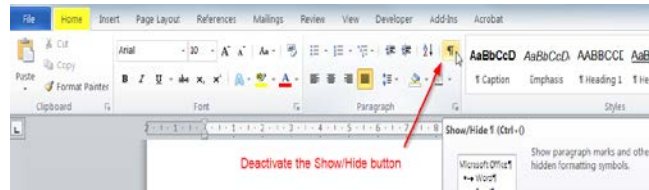
The screenshot shows a row of tabs: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter I, Literature, Technical Questionnaire, Annex, Review, and Submit. The 'Review' tab is highlighted with a red box.

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter I	Literature	Technical Questionnaire	Annex	Review	Submit
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Click on the Review tab in order to export the Word document of a TG

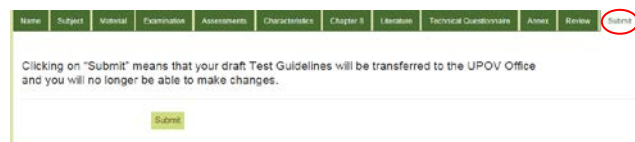
## Word Export

- 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]