

Consultative Committee

CC/96/8

**Ninety-Sixth Session
Geneva, October 31, 2019**

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MEASURES TAKEN AND PROPOSALS IN RELATION TO THE ORGANIZATION OF A SINGLE SET OF SESSIONS

Document prepared by the Office of the Union

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EXECUTIVE SUMMARY

1. The purpose of this document is to report on the implementation of measures taken in relation to the organization of a single set of sessions, since the ninety-fifth session of the Consultative Committee.
2. The Consultative Committee will be invited to:
 - (a) note the implementation of measures taken in relation to the organization of a single set of sessions, in relation to:
 - (i) booking meeting rooms for delegates, as set out in paragraph 7 of this document;
 - (ii) the organization of events of relevance for UPOV, as set out in paragraphs 8 to 13 of this document;
 - (iii) the separation of documents into two types of documents, as set out in paragraph 15 of this document;
 - (iv) the timetable for posting of documents, as set out in paragraph 21 of this document; and
 - (v) the consultation by correspondence between the UPOV sessions, as set out in paragraphs 22 and 23 of this document.
 - (b) agree to the explanation that the presentation of meeting documents on the website in two sections is considered to be unnecessary for the reasons specified in paragraph 15 (b); and
 - (c) consider a proposal to organize a seminar to raise awareness on the importance of technical work at UPOV in 2020, if so requested by the Technical Committee at its fifty-fifth session.

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BACKGROUND

3. The Council, at its thirty-fourth extraordinary session, held in Geneva on April 6, 2017, decided to organize only one annual session of the Council, Consultative Committee, Administrative and Legal Committee (CAJ) and Technical Committee (TC) from 2018, with the sessions being held during one week at the end of October/beginning of November (see document C(Extr.)/34/6 "Report on the Decisions", paragraph 13).

4. In the context of the organization of a single set of sessions from 2018, and in order to make the sessions as efficient as possible, the Consultative Committee agreed a set of measures at its ninety-third session, held in Geneva on April 6, 2017, as follows (see document CC/93/10 "Report", paragraphs 27 to 29):

"Opportunities for members of the Union to meet and exchange information in conjunction with the UPOV sessions"

**27. The Consultative Committee agreed to the following measures to increase opportunities for members of the Union to meet and exchange information in conjunction with the UPOV sessions:

- (a) Book meeting rooms for delegates to use for bi-lateral/multi-lateral meetings;
- (b) Organize a meeting and/or visit of relevance for UPOV;
- (c) Organize an event of relevance for UPOV during one lunch-break or evening.

**28. In the case of a visit or an event of relevance for UPOV, the Consultative Committee agreed that it could be organized in place of the traditional reception held on the evening of the first day of the March/April and October/November sessions, in order to minimize or eliminate the cost to participants.

"Nature and content of session documents in order to make the sessions as efficient as possible"

**29. The Consultative Committee agreed the following in relation to the nature and content of documents:

"(a) Separation of documents into two types of documents:

"(i) documents containing matters on which a decision by the body concerned is needed ('decision documents')

In order to ensure that the documents containing matters on which a decision is needed are as brief as possible, matters for information concerning the same subject would be placed in a separate, information document.

"(ii) documents for information only.

Documents for information only to be posted on a separate section of the website of the body concerned ('information section') and not considered individually. As a further measure to keep documents as clear and concise as possible and to improve accessibility of information, the 'information section' to also contain reference material that is currently only accessible via references to UPOV session documents (e.g. Communication Strategy, Training and Assistance Strategy, Program for Improvements to the Plant Variety Database, UPOV Code System etc.);

"(b) Earlier posting of documents. The target would be to post 'decision documents' at least three months before the UPOV sessions;

"(c) Consultation by correspondence between the UPOV sessions on selected subjects in order to facilitate discussion at the UPOV session; and

"(d) Preparation of joint documents for UPOV sessions to avoid the need for members of the Union to have multiple documents with the same substantial information."

5. The Consultative Committee, at its ninety-fifth session, noted the measures taken in relation to the organization of a single set of sessions agreed by the Consultative Committee at its ninety-third session (see documents CC/95/15 "Preparation of documents" and CC/95/18 "Report", paragraphs 97 to 104).

6. The following sections report on developments since the ninety-fifth session of the Consultative Committee, concerning the status of the implementation of the agreed measures.

Booking of meeting rooms for delegates

7. The Consultative Committee approved a proposal for the booking of meeting rooms for delegates, including the sending of a circular to the designated persons in the UPOV bodies, three months prior to sessions, requesting information on need for rooms for bi-lateral/multi-lateral meetings (see document CC/95/18 "Report", paragraph 10). Circular E-19/135 of September 2, 2019, was sent to designated persons in UPOV bodies with a request to inform the Office of the Union of any requirements by September 19, 2019.

Organization of meeting/visit/event of relevance for UPOV

8. A reception will take place on the evening of Monday, October 28, 2019.

9. The Council, at its fifty-second ordinary session, approved "the organization of a 'Seminar on the impact of policy on essentially derived varieties (EDVs) on breeding strategy', to be held in Geneva on the morning of October 30, 2019" (EDV Seminar) (see document C/52/20 "Report", paragraph 12(b)) (see program and registration form at https://www.upov.int/meetings/en/details.jsp?meeting_id=50787).

10. The Consultative Committee, at its ninety-fifth session, encouraged members of the Union to submit proposals for a visit or an event of relevance for UPOV to be organized in 2020, as follows (see documents CC/95/15, paragraph 15, CC/95/18 "Report", paragraph 100):

"15. In recognition of a single set of UPOV sessions being organized for the first time in 2018, including the change of timing of the Technical Committee session, and the large number of *ad hoc* working group meetings, no event is planned for 2018. Furthermore, if a seminar is organized in conjunction with the 2019 UPOV sessions, no additional event would be proposed for 2019. Members of the Union are encouraged to submit proposals for a visit or an event of relevance for UPOV to be organized in 2020."

11. At the time of publication of this document, the Office of the Union had not received proposals for a visit or an event of relevance for UPOV to be organized in 2020.

12. In the context of discussion on increasing participation of new members of the Union in the work of the Technical Committee (TC) and the Technical Working Parties (TWPs), the TC at its fifty-fourth session, held in Geneva on October 29 and 30, 2018, agreed the following (see document TC/54/31 "Report", paragraph 192):

"192. The TC recalled that the results of the 2016 survey had indicated budgetary reasons as the main cause preventing participation of a greater number of members at UPOV meetings. The TC agreed that it would be useful to communicate the importance of the technical work conducted in UPOV and agreed to propose the organization of a seminar in Geneva in conjunction with the UPOV sessions."

13. Any developments at the TC, at its fifty-fifth session, concerning a proposal to organize a seminar in 2020 will be reported in the Report of the TC and presented to the Consultative Committee.

Separation of documents into two types of documents

14. The Consultative Committee approved the separation of documents into two types of documents, as follows (see documents CC/95/15, paragraphs 17 to 20 and CC/93/18 "Report", paragraph 101):

"Separation of documents into two types of documents"

"(i) documents containing matters on which a decision by the body concerned is needed ('decision documents')

"In order to ensure that the documents containing matters on which a decision is needed are as brief as possible, matters for information concerning the same subject would be placed in a separate, information document."

“(ii) documents for information only

“Documents for information only to be posted on a separate section of the website of the body concerned (‘information section’) and not considered individually. As a further measure to keep documents as clear and concise as possible and to improve accessibility of information, the ‘information section’ to also contain reference material that is currently only accessible via references to UPOV session documents (e.g. Communication Strategy, Training and Assistance Strategy, Program for Improvements to the Plant Variety Database, UPOV Code System etc.).

[...]

“17. It is proposed for the sessions in 2019 to present documents on the website in two sections:

- “- Section with documents with matters for consideration and/or approval/decision
- “- Section with documents with matters for information

“18. While the above approach might lead to a larger number of documents, only the documents for consideration and approval would be presented and discussed in the UPOV sessions. The documents for information only would be presented under a single agenda item ‘Documents for information only’. If a particular matter resulted in documents with matters for consideration and/or approval/decision and documents for information (e.g. the item ‘observers in UPOV bodies’ contains a reporting document and a decision document), it is proposed to include the document with matters for consideration and/or approval/decision under a specific agenda item and include the information document under the general agenda item ‘Documents for information only’. It is proposed to include the prefix “Inf.” as part of the document code (e.g. CC/95/12 Inf.) for information documents.

“19. There would be an opportunity for matters contained in the information documents to be clarified or discussed at the session, upon request, but the documents would not be presented individually. In addition, it is proposed that the Vice Secretary-General would make a brief oral report on important developments relevant for the Council, Consultative Committee and the CAJ, in a similar way to the presentations made at the TC and Technical Working Parties, which would also provide an opportunity to highlight any particularly important elements of information for the body concerned.

“20. In relation to the measure that the information section should also contain reference material that is currently only accessible via references to UPOV session documents (see paragraph 7 above), some previously approved guidance by the CAJ and the Consultative Committee has not been adopted by the Council (e.g. Program for Improvements to the Plant Variety Database). It is proposed to prepare a document containing the guidance of the relevant topics for consideration by the Consultative Committee and adoption by the Council in 2019.”

15. The agreed approach has been introduced with the following measures for the ninety-fifth session of the Consultative Committee:

(a) documents for information only have been presented under a single agenda item “Matters for information” in the agendas of the TC, CAJ, Consultative Committee and Council;

(b) the title of the documents for information only comprises the topic and the text “Matters for information” (e.g. document CAJ/76/INF/3 “Molecular techniques - matters for information”). On that basis, the presentation of meeting documents on the website in two sections was considered to be unnecessary and has not been implemented;

(c) Documents for information only do not contain decision paragraphs. The code of the document contains the prefix “INF” and the number;

(d) Document INF/1 will contain the list of persons registered in advance for the relevant session. The final list of participants will be published as an annex to the report of the relevant session (e.g. Document TC/55/INF/1);

(e) the following agenda items have been incorporated in the CAJ and Council agendas “Report by the Vice Secretary-General on developments in UPOV”, documents CAJ/76/INF/5 and C/53/INF/8, respectively.

16. The Consultative Committee is invited to note that document CC/96/9 "Previously approved guidance by UPOV bodies for adoption by the Council" presents previously approved guidance by the CAJ and the Consultative Committee of relevant topics for consideration by the Consultative Committee and adoption by the Council in 2019, if appropriate (see document CC/95/18 "Report", paragraph 101).

17. The Consultative Committee agreed the following in relation to the nature and content of documents (see document CC/93/10 "Report", paragraph 29(a)(ii)):

"(a) Separation of documents into two types of documents:

[...]

"(ii) documents for information only.

"Documents for information only to be posted on a separate section of the website of the body concerned ('information section') and not considered individually. As a further measure to keep documents as clear and concise as possible and to improve accessibility of information, the 'information section' to also contain reference material that is currently only accessible via references to UPOV session documents (e.g. Communication Strategy, Training and Assistance Strategy, Program for Improvements to the Plant Variety Database, UPOV Code System etc.);"

18. The Consultative Committee will be invited to recommend to the Council to adopt previously approved guidance by the CAJ and the Consultative Committee, in accordance with the sequential numbering of information materials (e.g., "UPOV/INF/"), in order to keep documents as clear and concise as possible and to improve accessibility of information concerning reference material that is currently only accessible via references to UPOV session documents (see document CC/98/9 "Previously approved guidance by UPOV bodies for adoption by the Council").

Timetable for posting of documents

19. The Consultative Committee approved the timetable for posting of documents of the CAJ, the Consultative Committee and the Council, as follows (see document CC/95/15, "Presentation of Documents", paragraph 7 (ii) and paragraph 22):

"22. Unless specific publication deadlines apply (e.g. draft program and budget; financial statements, arrears in contributions, report on activities of the first nine months, etc.), it is proposed to implement the three month target for documents with matters for consideration and/or approval/decision and, if necessary, to produce addenda to documents if developments take place closer to the UPOV sessions. The target of six weeks prior to the sessions will continue to apply for other documents."

20. The Consultative Committee noted that the above deadlines were not applicable for documents of the TC because of the constraints of the dates of the TWPs sessions and TG preparation (see document CC/95/18 "Report", paragraph 102).

21. A list of documents with matters for consideration and/or approval/decision together with the posting dates is provided in the Annex I to this document. Annex II to this document presents a list of information documents with matters for information together with the posting dates.

Procedure for consultation by correspondence

22. The Consultative Committee approved the procedure for consultation by correspondence between the UPOV sessions, as follows: when the TC, CAJ and the Consultative Committee consider their work programs for subsequent sessions, the relevant body identifies those subjects that could benefit from consultation by correspondence to facilitate discussion at the relevant session and sets an appropriate schedule (see document CC/95/18 "Report", paragraph 103).

23. The CAJ used a procedure for consultation by correspondence for the preparation of the program for the EDV Seminar (see paragraph 9, above). The CAJ, at its seventy-fifth session, agreed that Office of the Union should invite members and observers to submit questions and issues which they would wish to be addressed in the seminar. The Office of the Union, in consultation with the Chair of the CAJ, was requested to then prepare a draft program for comment by the CAJ by correspondence. On the basis of comments received, the Chair of the CAJ in conjunction with the Office of the Union were requested to finalize the program (see document CAJ/75/14 "Report", paragraphs 15 and 16).

24. *The Consultative Committee is invited to:*

(a) note the implementation of measures taken in relation to the organization of a single set of sessions, in relation to:

(i) booking meeting rooms for delegates, as set out in paragraph 7 of this document;

(ii) the organization of events of relevance for UPOV, as set out in paragraphs 8 to 13 of this document;

(iii) the separation of documents into two types of documents, as set out in paragraph 15 of this document;

(iv) the timetable for posting of documents, as set out in paragraph 21 of this document; and

(v) the consultation by correspondence between the UPOV sessions, as set out in paragraphs 22 and 23 of this document.

(b) agree that the presentation of meeting documents on the website in two sections is considered to be unnecessary for the reasons specified in paragraph 15 (b); and

(c) consider a proposal to organize a seminar to raise awareness on the importance of technical work at UPOV in 2020, if so requested by the Technical Committee at its fifty-fifth session.

[Annexes follow]

ANNEX I

LIST OF DOCUMENTS WITH MATTERS FOR CONSIDERATION AND/OR APPROVAL/DECISION
TOGETHER WITH THE POSTING DATES OF THE ENGLISH VERSIONSFor the fifty-third ordinary session of the Council

Reference	Document title:	Posting date
C/53/1	Draft Agenda	May 31, 2019
C/53/1 Rev.	Revised Draft Agenda	August 8, 2019
C/53/1 Rev.2	Revised Draft Agenda	October 11, 2019
C/53/2	Annual report of the Secretary-General for 2018	Anticipated date of publication: October 18, 2019
C/53/3	Adoption of documents	August 2, 2019
TGP/7/7 Draft 1	Development of Test Guidelines (Revision)	August 2, 2019
TGP/8/4 Draft 1	Trial Design and Techniques Used in the Examination of Distinctness, Uniformity and Stability (Revision)	August 2, 2019
TGP/10/2 Draft 1	Examining Uniformity (Revision)	August 2, 2019
TGP/14/4 Draft 1	Glossary of Terms Used in UPOV Documents (Revision)	August 2, 2019
TGP/15/2 Draft 2	Guidance on the Use of Biochemical and Molecular Markers in the Examination of Distinctness, Uniformity and Stability (DUS) (Revision)	August 2, 2019
TGP/0/11 Draft 1	List of TGP documents and latest issue dates (Revision)	August 2, 2019
UPOV/INF/5/2 Draft 2	UPOV Model Plant Breeders' Rights Publication (Revision)	August 2, 2019
UPOV/INF/22/6 Draft 1	Software and Equipment Used by Members of the Union (Revision)	August 2, 2019
UPOV/INF-EXN/13 Draft 1	List of UPOV/INF-EXN Documents and Latest Issue Dates (Revision)	August 2, 2019
C/53/4	Draft Program and Budget for the 2020-2021 Biennium	August 9, 2019
C/53/5	Financial statements for 2018	August 8, 2019
C/53/6	Report of the External Auditor	August 8, 2019
C/53/7	Approval of work programs for the Administrative and Legal Committee, the Technical Committee and the Technical Working Parties	August 15, 2019
C/53/8	Calendar of meetings in 2020	August 15, 2019
C/53/9	Report by the President on the work of the ninety-sixth session of the Consultative Committee; adoption of recommendations, if any, prepared by that Committee	Posting day: November 1, 2019 (after adoption of the Consultative Committee Report)
C/53/10 [+Prov.]	Draft Press release	Posting day: November 1, 2019 (after adoption of the Consultative Committee Report)
C/53/11	Examination of the conformity of the Draft Law of Mongolia on Crop Seed and Variety with the 1991 Act of the UPOV Convention	October 10, 2019
C/53/12	Examination of the conformity of the Draft Plant Variety Protection Act of Afghanistan with the 1991 Act of the UPOV Convention	October 8, 2019
C/53/13	Developments on Book Four "Plant Varieties" of Law Pertaining to the Protection of Intellectual Property Rights of Egypt	October 16, 2019
C/53/14	Developments on the New Plant Variety Protection Law of Myanmar	October 16, 2019

For the ninety-sixth session of the Consultative Committee

Reference	Document title:	Posting date
CC/96/1	Draft Agenda	May 31, 2019
CC/96/1 Rev.	Revised Draft Agenda	August 2, 2019
CC/96/1 Rev.2	Revised Draft Agenda	October 11, 2019
CC/96/2	Financing of long-term employee benefits	August 19, 2019
CC/96/3	Strategic Business Plan	August 9, 2019
CC/96/3 Add.	[Addendum to] Strategic Business Plan	Anticipated date of publication: October 18, 2019
CC/96/4	UPOV PRISMA	August 9, 2019
CC/96/5	International system of cooperation	August 2, 2019
CC/96/6	Communication strategy	August 9, 2019
CC/96/7	Interrelations with the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)	October 11, 2019
CC/96/8	Measures taken and proposals in relation to the organization of a single set of sessions	October 16, 2019
CC/96/9	Previously approved guidance by UPOV bodies for adoption by the Council	Anticipated date of publication: October 18, 2019
CC/96/10	Policy on translation	October 16, 2019
CC/96/11	Program for the use of the Russian language in UPOV	September 3, 2019
CC/96/12	Reports from new members of the Union	August 2, 2019
CC/96/13	Developments of relevance to UPOV in other international fora	Anticipated date of publication: October 18, 2019

For the seventy-sixth session of the Administrative and Legal Committee (CAJ)

Reference	Document title:	Posting date
CAJ/76/1 Rev.	Revised Draft Agenda	August 2, 2019
CAJ/76/1 Rev.2	Revised Draft Agenda	October 11, 2019
CAJ/76/2	Report on developments in the Technical Committee	Posting day: October 29, 2019 (after closing of the TC)
CAJ/76/3	Essentially derived varieties	August 2, 2019
CAJ/76/4	Development of information materials concerning the UPOV Convention	August 2, 2019
CAJ/76/5	TGP documents	August 2, 2019
TGP/7/7 Draft 1	Development of Test Guidelines (Revision)	August 2, 2019
TGP/8/4 Draft 1	Trial Design and Techniques Used in the Examination of Distinctness, Uniformity and Stability (Revision)	August 2, 2019
TGP/10/2 Draft 1	Examining Uniformity (Revision)	August 2, 2019
TGP/14/4 Draft 1	Glossary of Terms Used in UPOV Documents (Revision)	August 2, 2019
TGP/15/2 Draft 2	Guidance on the Use of Biochemical and Molecular Markers in the Examination of Distinctness, Uniformity and Stability (DUS) (Revision)	August 2, 2019
CAJ/76/6	Variety denominations	August 2, 2019
UPOV/EXN/DEN/1 Draft 2	Explanatory Notes on Variety Denominations under the UPOV Convention	August 2, 2019
CAJ/76/7	UPOV information databases	September 13, 2019
CAJ/76/7 Add	[Addendum to] UPOV information databases	Anticipated date of publication: October 18, 2019
CAJ/76/8	Exchange and use of software and equipment	August 2, 2019
UPOV/INF/22/6 Draft 1	Software and Equipment Used by Members of the Union (Revision)	August 2, 2019

[Annex II follows]

ANNEX II

LIST OF INFORMATION DOCUMENTS WITH MATTERS FOR INFORMATION TOGETHER WITH THE POSTING DATES OF THE ENGLISH VERSIONS

For the fifty-third ordinary session of the Council

Reference	Document title:	Posting date
C/53/INF/2	Arrears in contributions as of September 30, 2019	October 4, 2019
C/53/INF/3	Report on activities during the first nine months of 2019	Anticipated date of publication: October 23, 2019
C/53/INF/4	Reports by representatives of members and observers	Anticipated date of publication: October 17, 2019
C/53/INF/5	Cooperation in examination	Anticipated date of publication: October 18, 2019
C/53/INF/6	List of the taxa protected by the members of the Union	Anticipated date of publication: October 18, 2019
C/53/INF/7	Plant variety protection statistics for the period 2014-2018	October 11, 2019
C/53/INF/8	Report by the Vice Secretary-General on developments in UPOV	Anticipated date of publication: November 8, 2019 (one week after the end of the UPOV Sessions)

For the ninety-sixth session of the Consultative Committee

Reference	Document title:	Posting date
CC/96/INF/2	Internal oversight and the WIPO Independent Advisory Oversight Committee	September 20, 2019
CC/96/INF/3	Observers in UPOV bodies	October 16, 2019
CC/96/INF/4	Situation concerning those States and intergovernmental organizations which have initiated the procedure for acceding to the UPOV Convention or which have been in contact with the Office of the Union for assistance in the development of laws based on the UPOV Convention	Anticipated date of publication: October 18, 2019

For the seventy-sixth session of the Administrative and Legal Committee (CAJ)

Reference	Document title:	Posting date
CAJ/76/INF/2	UPOV PRISMA	September 2, 2019
CAJ/76/INF/3	Molecular techniques	September 2, 2019
CAJ/76/INF/4	Minimum distances	September 13, 2019
CAJ/76/INF/5	Report by the Vice Secretary-General on developments in UPOV	Anticipated date of publication: November 8, 2019 (one week after the end of the UPOV Sessions)

[End of Annex II and of document]