

**Consultative Committee****CC/96/9****Ninety-Sixth Session  
Geneva, October 31, 2019****Original:** English  
**Date:** October 18, 2019**PREVIOUSLY APPROVED GUIDANCE BY UPOV BODIES FOR ADOPTION BY THE COUNCIL***Document prepared by the Office of the Union**Disclaimer: this document does not represent UPOV policies or guidance*

1. The purpose of this document is to invite the Consultative Committees to consider proposals on how to improve accessibility of previously approved guidance or policies that are currently only accessible via references to UPOV session documents.

2. The Consultative Committee will be invited to:

(a) note the “Program for improvements to the PLUTO database”, as adopted by the CAJ, at its sixty-eighth session, and the proposed revision of Section 3.1.3, to be considered by the CAJ, at its seventy-sixth session in conjunction with the comments by the TC, at its fifty-fifth session, as set out in Annex I of document CAJ/76/7;

(b) recommend to the Council, at its fifty-fourth ordinary session, to be held in Geneva on October 30, 2020, to adopt the “Program for improvements to the PLUTO database”, as document UPOV/INF/23/1;

(c) note that, subject to agreement by the CAJ, at its seventy-seventh session, to be held in Geneva on October 28, 2020, a revised “Guide to the UPOV Code System” would be presented for adoption to the Council as document UPOV/INF/24/1, at its fifty-fourth ordinary session, to be held in Geneva on October 30, 2020; and

(e) agree that the UPOV communication strategy, UPOV training and assistance strategy, UPOV policy for financing speakers and participants and the Strategic Business Plan, be made available under a standing section for “Reference documents” of the annual sessions for the Consultative Committee and via a new section “Reference documents” on the UPOV website for matters concerning the Consultative Committee, as set out in paragraph 26.

3. The structure of this document is as follows:

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I. BACKGROUND

4. 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).

5. 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 (see document [CC/93/10](#) "Report", paragraph 29(a)(ii)), as follows:

*"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:

"(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.);"

6. 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 document [CC/95/18](#) "Report", paragraphs 97 to 104) and agreed (see document [CC/95/15](#) "Preparation of documents", paragraph 20) as follows:

"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."

7. Document [CC/96/8](#) "Measures taken and proposals in relation to the organization of a single set of sessions", reports 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

"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;

[...]"

8. On the above basis, the Consultative Committee, will be invited at its ninety-sixth session, to 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 above (see document [CC/96/8](#), paragraphs 15 (b) and 24 (b)).

9. This document presents an approach to improve the accessibility of previously approved guidance by the CAJ and the Consultative Committee.

## II. ACCESSIBILITY OF GUIDANCE OR POLICIES PREVIOUSLY APPROVED BY THE ADMINISTRATIVE AND LEGAL COMMITTEE AND THE CONSULTATIVE COMMITTEE

10. Previously approved guidance or policies by the CAJ or the Consultative Committee that are currently only accessible via references to UPOV session documents have been identified as follows:

- (a) Program for improvements to the PLUTO database
- (b) Guide to the UPOV Code System
- (c) UPOV communication strategy
- (d) UPOV training and assistance strategy
- (e) UPOV policy for financing speakers and participants
- (f) Strategic Business Plan

11. The following sections make proposals to consider these matters according to whether they represent guidance or policies for external purposes, or whether they are matters for the internal guidance of UPOV. In the case of guidance or policies for external purposes, it is proposed that the Council be invited to adopt documents containing the guidance or policy, which would provide access to the documents via the UPOV Collection. In the case of matters for internal guidance of UPOV, it is proposed that the information be made available on the Consultative Committee webpages.

### Documents for adoption by the Council

#### *Program for improvements to the PLUTO database*

12. The CAJ, at its sixty-eighth session, held in Geneva on October 21, 2013, adopted the “Program for improvements to the PLUTO database” (see document [CAJ/68/11](#) “Report”, paragraphs 26 to 33). Document [CAJ/76/7](#) “UPOV information databases”, presents in its Annex I the “Program for improvements to the PLUTO database”, as adopted by the CAJ, and the proposed revision of Section 3.1.3, to be considered by the CAJ, at its seventy-sixth session to be held in Geneva on October 30, 2019, in conjunction with the comments by the TC, at its fifty-fifth session, to be held in Geneva on October 28 and 29, 2019 (document [TC/55/5](#) “UPOV information databases”, Annex II). Annex I of document CAJ/76/7 is available at [https://www.upov.int/restrict/meetings/en/details.jsp?meeting\\_id=50800](https://www.upov.int/restrict/meetings/en/details.jsp?meeting_id=50800).

13. In accordance with the sequential numbering of information materials and subject to the conclusions of the TC, at its fifty-fifth session, and the CAJ, at its seventy-sixth session, it is proposed that the Council be invited, at its fifty-fourth ordinary session to be held in 2020, to adopt document UPOV/INF/23/1 “Program for improvements to the PLUTO database”.

14. It is proposed that, once document UPOV/INF/23/1 “Program for improvements to the PLUTO database” is adopted by the Council, it becomes accessible via the UPOV Collection UPOV/INF document series [https://www.upov.int/information\\_documents/en/](https://www.upov.int/information_documents/en/).

15. *The Consultative Committee is invited to:*

*(a) note the “Program for improvements to the PLUTO database”, as adopted by the CAJ, at its sixty-eighth session, and the proposed revision of Section 3.1.3, to be considered by the CAJ, at its seventy-sixth session in conjunction with the comments by the TC, at its fifty-fifth session, as set out in Annex I of document CAJ/76/7; and*

*(b) recommend to the Council, at its fifty-fourth ordinary session, to be held in Geneva on October 30, 2020, to adopt the “Program for improvements to the PLUTO database”, as document UPOV/INF/23/1.*

*Guide to the UPOV Code System*

16. The “Guide to the UPOV Code System”, as amended by the Technical Committee (TC), at its forty-eighth session, held in Geneva from March 26 to 28, 2012), and the CAJ, at its sixty-fifth session, held in Geneva on March 29, 2012, is reproduced in Annex I to documents TC/49/6 and CAJ/67/6 and is available on the UPOV website (see [https://www.upov.int/genie/resources/pdfs/upov\\_code\\_system\\_en.pdf](https://www.upov.int/genie/resources/pdfs/upov_code_system_en.pdf)).

17. Subject to agreement by the TC at its fifty-fifth session, to be held in Geneva on October 28 and 29, 2019, amendments to the “Guide to the UPOV Code System” will be presented for consideration by the CAJ at its seventy-seventh session, to be held in Geneva on October 28, 2020.

18. Subject to agreement by the CAJ at its seventy-seventh session, a revised “Guide to the UPOV Code System” would be presented for adoption by the Council, at its fifty-fourth ordinary session, to be held in Geneva on October 30, 2020 (see document [TC/55/5](#) “UPOV information databases”, paragraph 11).

19. In accordance with the sequential numbering of information materials and subject to the conclusions of the TC, at its fifty-fifth session, and the CAJ, at its seventy-seventh session, it is proposed that the Council be invited, at its fifty-fourth ordinary session to be held in 2020, to adopt document UPOV/INF/24/1 “Guide to the UPOV Code System”.

20. It is proposed that, once document UPOV/INF/24/1 “Guide to the UPOV Code System” is adopted by the Council, it becomes accessible via the UPOV Collection UPOV/INF document series [https://www.upov.int/information\\_documents/en/](https://www.upov.int/information_documents/en/).

21. *The Consultative Committee is invited to note that, subject to agreement by the CAJ, at its seventy-seventh session, to be held in Geneva on October 28, 2020, a revised “Guide to the UPOV Code System” would be presented for adoption to the Council as document UPOV/INF/24/1, at its fifty-fourth ordinary session, to be held in Geneva on October 30, 2020.*

Documents to be made available on the Consultative Committee webpage

*UPOV Communication Strategy*

22. The Consultative Committee, at its eighty-sixth session, held in Geneva on October 23 and 24, 2013, approved the “Communication Strategy”, as reproduced in the Annex to document [CC/89/8](#) (see documents [CC/95/7](#) “Communication Strategy”, paragraph 3, and [CC/95/18](#) “Report”, paragraphs 49 to 64<sup>1</sup>).

*UPOV Training and Assistance Strategy*

23. The Consultative Committee, at its eighty-ninth session, held in Geneva on March 27, 2015, approved the “UPOV training and assistance strategy” (see document [CC/89/12](#) “Report”, paragraph 44). The “UPOV training and assistance strategy”, approved by the Consultative Committee is reproduced in the Annex to document [CC/90/7](#) “UPOV training and Assistance Strategy”.

*UPOV policy for financing speakers and participants*

24. The Consultative Committee, at its eighty-fourth session, held in Geneva on October 31, 2012, noted the “UPOV policy for financing speakers and participants”, as reported in document [CC/84/5](#) “UPOV policy for financing speakers and participants” (see document [CC/84/14](#) “Report”, paragraph 62 to 65).

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<sup>1</sup> The Consultative Committee, at ninety-fifth session, held in Geneva on November 1, 2018, noted the developments concerning the Communication Strategy since the ninety-fourth session of the Consultative Committee, held in Geneva on October 25, 2017, as reported in document [CC/95/7](#).

*Strategic Business Plan*

25. The Consultative Committee, at its ninety-fourth session, held in Geneva on October 25, 2017, approved the “Draft Strategic Business Plan” on the basis of the Annex to document [CC/94/3](#) “Draft Strategic Business Plan” (see document [CC/94/19](#) “Report”, paragraphs 41 to 45).

26. It is proposed that the UPOV communication strategy, UPOV training and assistance strategy, UPOV policy for financing speakers and participants and the Strategic Business Plan be made available as follows:

(a) under a standing section for “Reference documents” of the annual sessions for the Consultative Committee; and

(b) via a new section “Reference documents” on the UPOV website for matters concerning the Consultative Committee (e.g. meeting documents; circulars, working groups).

*27. The Consultative Committee is invited to agree that the UPOV communication strategy, UPOV training and assistance strategy, UPOV policy for financing speakers and participants and the Strategic Business Plan, be made available under a standing section for “Reference documents” of the annual sessions for the Consultative Committee and via a new section “Reference documents” on the UPOV website for matters concerning the Consultative Committee, as set out in paragraph 26.*

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