



CC/88/2

ORIGINAL: English

DATE: July 25, 2014

**INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS**

Geneva

**CONSULTATIVE COMMITTEE****Eighty-Eighth Session  
Geneva, October 15, 2014**

## PREPARATION OF REPORTS TO THE COUNCIL

*Document prepared by the Office of the Union**Disclaimer: this document does not represent UPOV policies or guidance*

1. This document provides an update on the presentation of information in the performance report for the biennium and on obtaining information on cooperation in examination. It also considers the use of electronic surveys as a possible tool to measure the satisfaction of participants and the subsequent use of skills by participants in certain of UPOV's training and assistance activities.

Presentation of information in the performance report for the biennium

2. At its eighty-fifth session, held in Geneva on March 22, 2013, the Consultative Committee approved the presentation, in the annual report of the Secretary-General, of the results and performance indicators for the year concerned, as set out in paragraphs 2 to 6 of document CC/85/5 "Preparation of Reports to the Council" (see document CC/85/10 "Report on the Conclusions", paragraph 25). It further approved the presentation of the performance report for the biennium in a separate document, which would include information on expenditure, the total number of posts for the Office of the Union and results and performance indicators by sub-program, on the basis of the program and budget adopted by the Council, as set out in paragraphs 2 to 9 of document CC/85/5 (see document CC/85/10 "Report on the Conclusions", paragraph 26).

3. The Consultative Committee, at its eighty-sixth session, held in Geneva on October 23 and 24, 2013, approved the proposed presentation of information in the performance report for the biennium on the basis of the Annex to document CC/86/3 "Preparation of reports to the Council", with a recommendation to avoid the use of three-dimensional graphics and to use appropriate color schemes (see document CC/86/15 "Report", paragraph 46). The performance report for the 2012-2013 Biennium, on the above basis, is presented in document C/48/12 "Performance report for the 2012 2013 Biennium".

Cooperation in examination

4. At its eighty-sixth session, the Consultative Committee recommended to the Council to copy the circular concerning cooperation in examination, e.g. see C/xx/5, to the Technical Committee (TC) designated persons in order to ensure that the maximum amount of information could be collected (see document CC/86/15 "Report", paragraph 48).

5. The Council, at its forty-seventh ordinary session, held in Geneva on October 24, 2013, agreed to copy the circular concerning cooperation in examination, e.g. see C/xx/5, to the TC designated persons in order to ensure that the maximum amount of information could be collected (see document C/47/20 "Report", paragraph 24). On May 12, 2014, the Office of the Union issued to the members in the Council and to the members in the TC, Circular E-14/123, which included a request for information for the preparation of document C/48/5 "Cooperation in Examination".

## Surveys

6. The Consultative Committee, at its eighty-sixth session, held in Geneva on October 23 and 24, 2013 noted the planned use of surveys by the Office of the Union to investigate means to improve the effectiveness of the Technical Committee (TC), Technical Working Parties (TWPs) and Preparatory Workshops and to measure satisfaction of participants and the subsequent use of skills by participants in certain of UPOV's training and assistance activities (see documents CC/86/3 "Preparation of reports to the Council", paragraphs 8 to 11, and CC/86/15 "Report", paragraph 47). Document CC/86/3 explained that the use of such surveys would be in accordance with available resources and would build on the experience of the World Intellectual Property Organization (WIPO) in the use of such tools to assess performance. On that basis, the Consultative Committee requested the Office of the Union to provide an illustration of the presentation of the results of surveys for consideration by the Consultative Committee at its eighty-eighth session, in October 2014.

7. Annex I (English only) to this document presents a summary of the results of the survey of participants on the effectiveness of Technical Working Parties (TWPs), Preparatory Workshops and Technical Committee (TC) at the sessions in 2013. The presentation of the results is for illustrative purposes only and, in particular, the Consultative Committee is not invited to consider the results *per se*, nor to consider possible means of improving the effectiveness of TWPs, Preparatory Workshops and TC, which is under consideration by the TC (see document TC/50/36 "Report on the Conclusions", paragraphs 132 to 140).

8. Annex II (English only) to this document presents an example of a WIPO questionnaire sent to workshop participants 6-12 months after the training event and a similar questionnaire sent to the trainees' supervisors.

9. Surveys are already regularly used in relation to some UPOV activities. In the USPTO-UPOV Training program ("Train the Trainer"), a survey is completed by all participants at the end of the training as a source of feedback and suggestions for improvements and an annual survey is issued to all former participants seeking information on events at which they have acted as trainers on UPOV matters. In the course "Capacity Building on Plant Variety Protection for Iberoamerican Countries", a survey is completed by participants at the end of the training as a source of feedback and suggestions for improvements.

10. As explained in document CC/86/3, the use of surveys will be in accordance with available resources and will build on existing experience in UPOV and WIPO. The use of surveys of participants involves significant resources in the creation of the surveys, analysis and interpretation of results, and implementation of any changes. Therefore, they will be used only in cases where a clear and achievable benefit is anticipated. The use of a survey to improve the effectiveness of the TWPs, Preparatory Workshops and TC is an example where significant resource will be committed over a relatively short period (3 or 4 years) for benefits that are expected to be significant and long-term. In the case of regular activities, such as the USPTO-UPOV Training program and the Capacity Building on Plant Variety Protection for Iberoamerican Countries, the use of surveys is an important tool to improve their effectiveness over time. In the case of non-routine, customized activities, the results of surveys would not necessarily be applicable in other circumstances and would not necessarily provide information on the effectiveness of training materials beyond that provided in the survey of regular activities mentioned above.

11. On the above basis, a summary of the results of relevant surveys may be included in the performance report for future biennia, as appropriate.

12. *The Consultative Committee is invited to:*

(a) *note the presentation of information in document C/48/12 "Performance report for the 2012-2013 Biennium";*

(b) *note that the members in the Technical Committee, have been copied in the request for information for the preparation of document C/48/5 "Cooperation in Examination"; and*

(c) *consider the planned use of surveys by the Office of the Union as set out in paragraphs 6 to 11 of this document.*

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ANNEX I

[IN ENGLISH ONLY]

SURVEY TO SEEK VIEWS ON THE EFFECTIVENESS OF TECHNICAL WORKING PARTIES,  
PREPARATORY WORKSHOPS AND TECHNICAL COMMITTEE  
SUBMITTED AT THEIR SESSIONS IN 2013

# **Result of 2013 Surveys**

January 10, 2014

# 2013 Surveys Review and analysis

1. TWPs (Participants and Non participants)
2. Preparatory Workshop
3. Technical Committee (Participants and Non participants)

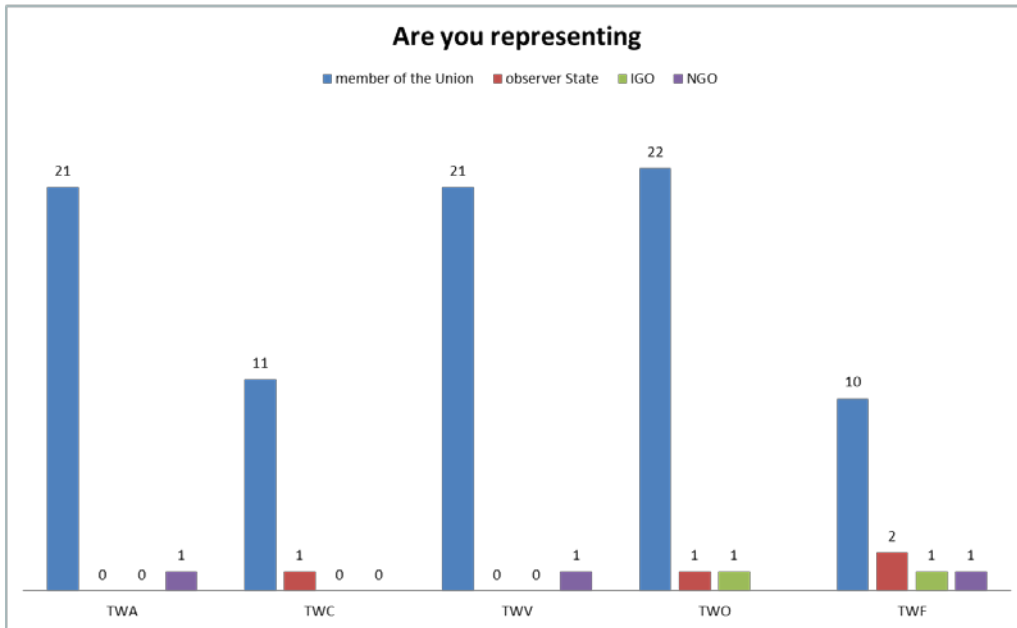
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## SURVEY 2013/ TWPs General information

	TWA	TWC	TWV	TWO	TWF
Total Number of Participants	86	47	53	43	40
Total Number of Participant Countries / organizations	32	14	20	22	20
Number of replies (i.e. participants)	22	12	22	24	14
%	26	26	42	56	35

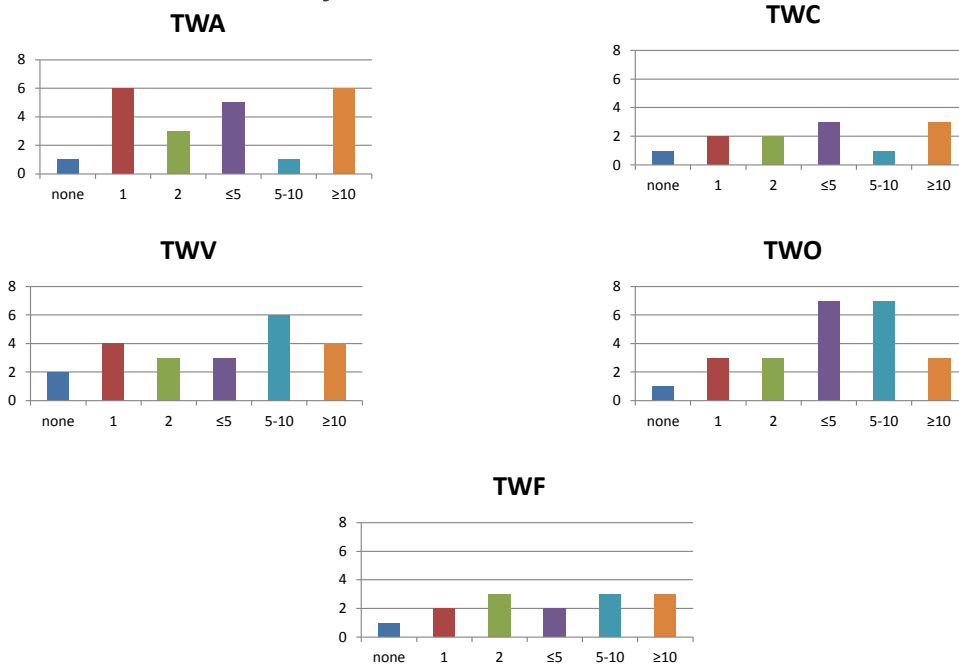
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### Question 1:



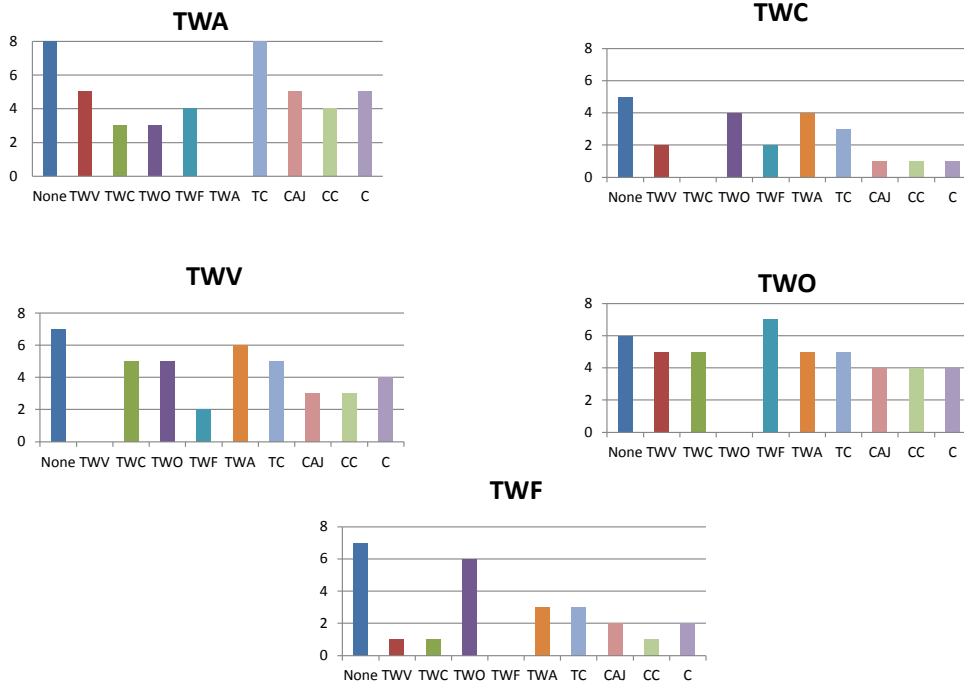
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### Question 2: How many TWP meetings have you attended?



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### Question 3: Have you attended other Technical Working Parties or other UPOV bodies?

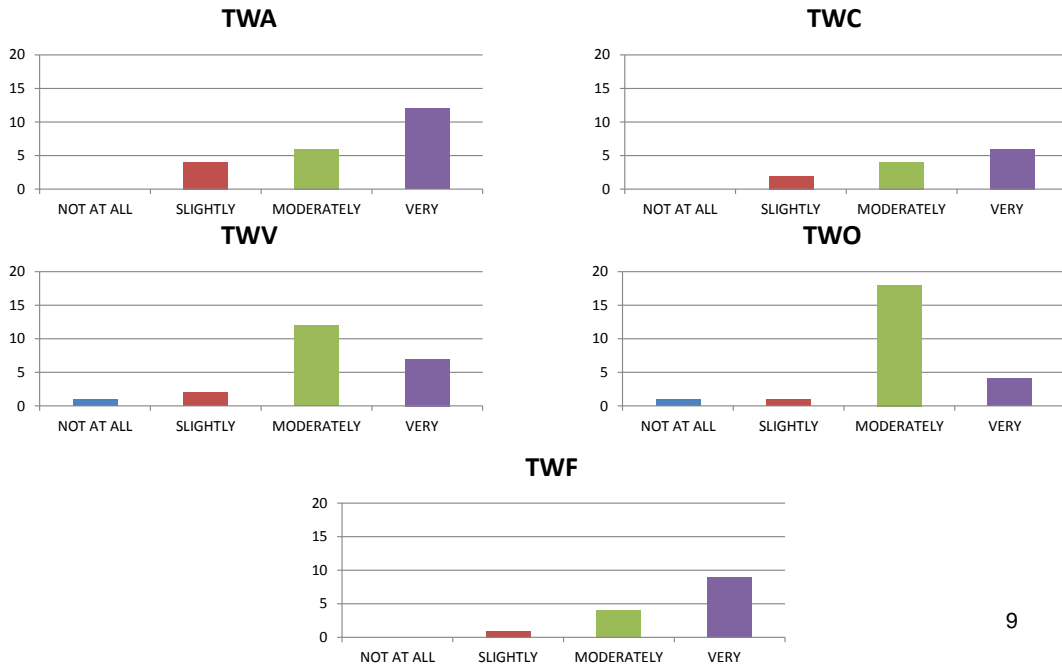


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Q.:	Table of Ranking	TWA		TWC		TWV		TWO		TWF		average	
		Ranking	average	ranking	average	ranking	average	Ranking	average	ranking	average		
4.	Was the introduction of TGP documents effective, and the decision paragraph useful?	3	2.7	3	2.8	4	2.6	3	2.9	3	2.5	2.7	SATISFACTORY
5.	Was the organization of the discussion of documents (excluding Test Guidelines) effective in order to reach a conclusion?	1	3.2	1	3.5	2	3.2	1	3.4	2	3.1	3.3	GOOD
7.	How satisfied were you with the way in which the Test Guidelines were presented/discussed (in the subgroups)?	2	3.1			1	3.3	2	3.2	1	3.6	3.3	GOOD
8.	Were you satisfied with the work program of the week?	3	2.7	2	3.0	3	2.9	3	2.9	4	2.1	2.7	SATISFACTORY
9.	Were you satisfied with the Technical Visit?	4	2.5	4	2.4	5	2.2	4	2.2	5	1.5	2.1	SATISFACTORY

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## Question 6: Did you feel encouraged to contribute to the discussion on documents?



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## Comments

(on question 4: Was the introduction of TGP documents effective, and the decision paragraph useful?)

- TWA The introduction is well done but rather static. Reading out the conclusions out of documents is not very usefull
- TWC Decision paragraph was a great help
- TWC The decision paragraph is an excellent innovation.
- TWV decision paragraph very useful
- TWV During the meeting, the text on the screen was presented with highlighted words/sentences indicating the essence of the document. This would be helpful when preparing the meeting, since some documents are rather long. I always start with the conclusion. I wonder if another order of the text will make it the text more easily to understand.
- TWV Would be good to firm up the close connection with TGs. If you draft TGs then the duidence and method is in TGP
- TWO TGP
- TWO The documents came very late. Some documents we received during our traveling to the meeting place.
- TWO For me this way of presenting the information was much more interesting and clear.
- TWO Usefull for DUS examination
- TWF The decision paragraph provides a clear end point and forms the group view. Suggest to more directly link TGPs with TG drafting. Perhaps an summary why the group should look at a mater for TWF work or that it is information, what other TWPs are looking at.
- TWF from time to time, it is nice to re-visit the document. i tend to forget some of the things that i should always bear in mind. the discussions give me additional knowledge.

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## Comments

(on question 5: Was the organization of the discussion of documents (excluding Test Guidelines) effective in order to reach a conclusion?)

TWC	Sometimes too detailed (especially on subject where my knowledge were limited or where I felt that the subject were not so important)
TWV	The introduction of the documents by the UPOV office was very clear. However, they were posted on the website relatively short before the meeting. Because I attended the TC, it was not a problem for me.
TWV	Depending on the discussion content, but the feedback from participants was small.
TWO	A decision paragraph is useful, as in the TC.
TWO	I think it was very effective in order to reach a conclusion or transfer the information (main points) to the attendants.
TWF	As with TGPs, a decision point, paragraph could be more effectively used
TWF	Organization was good, but the discussion was poor because lack of participation of some countries
TWF	though they were numerous, still they were very useful and timely in my work.

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## Comments

(on question 6: Did you feel encouraged to contribute to the discussion on documents?)

TWA	I felt it was a very welcoming group. Each person was respectful of others opinions.
TWC	On those subjects where I felt that I could contribute
TWV	This year, there were no real new issues for us to bring forward.
TWO	Some documents are for information only (e.g. documents on statistics, denomination, electronic application systems). It would not be necessary to present them to the whole group, which is only invited to take note. Asking participants if they have comments would be sufficient.
TWO	Discussion is passive. Perhaps the Chairman can directly query delegations or likely contributors. There is a need to manage documents more closely to the needs/interests/expertise of ornaments. Useful to know what is happening else where but discussion is not realistic.
TWO	I did not have enough experience to discuss the General Documents but I am very interested by the discussions on Test guidelines
TWO	I am not involved in this kind of work the whole year, as most of the experts are, so it is difficult for me to give an opinion in front of all the assistants.
TWF	For a range of document, the group is invited to take note, no comments are expected.
TWF	only on the test guidelines discussion. am sorry about this. as an observer, I kept my mouth closed on the UPOV documents discussed.

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## Comments

(on question 7: How satisfied were you with the way in which the Test Guidelines were presented/discussed (in the subgroups)?)

TWA	In some of the smaller groups I found that the leading expert was receiving very little input from other interested parties. Was left to the more experienced members to discuss details of a crop they were unfamiliar with.
TWA	It very much depends of the leading expert how the TG are presented and if progress is made.
TWA	There has been some language problems, but this cannot be avoided, since all experts cannot be native speakers of English.
TWA	In the discussion about testing guidelines to study the development of crop specialists is not so much.
TWV	Difficult to answer : I managed 3 TGP drafts !
TWV	In the second draft, the meeting is held on the basis of a clean version next to a paper with the comments. For the meeting it would be easier to have one compiled document
TWV	Preparation: In some cases the leading expert could have made proposals more in line with the UPOV regulations.
TWV	Preparation of the test guidelines could sometimes have been better, so that decision making would have been more effective
TWO	Sub groups work well. This twp has a lot of guidelines to work through. Sub groups provide opportunity for other matters. Most TGP improvements come from TG discussion and specific matters that arise.
TWO	The experts that have a huge experience, help a lot the recent ones
TWO	We received the comments from UPOV to late so probably we could not finalize one due to the late information of UPOV. The comments were received when we already in Melbourne
TWO	I was really satisfied, for me it was OK.
TWF	Could consider a perhaps more formal mentor system. New drafters could be more assisted by experienced members even if the more experiencee do not know the crop very well. The idea of a sub group editor.
TWF	TG are well presented, but discussion need more technical datas on the behaviour of the characteristics, in order to get solids conclusions.
TWF	they met my expectations

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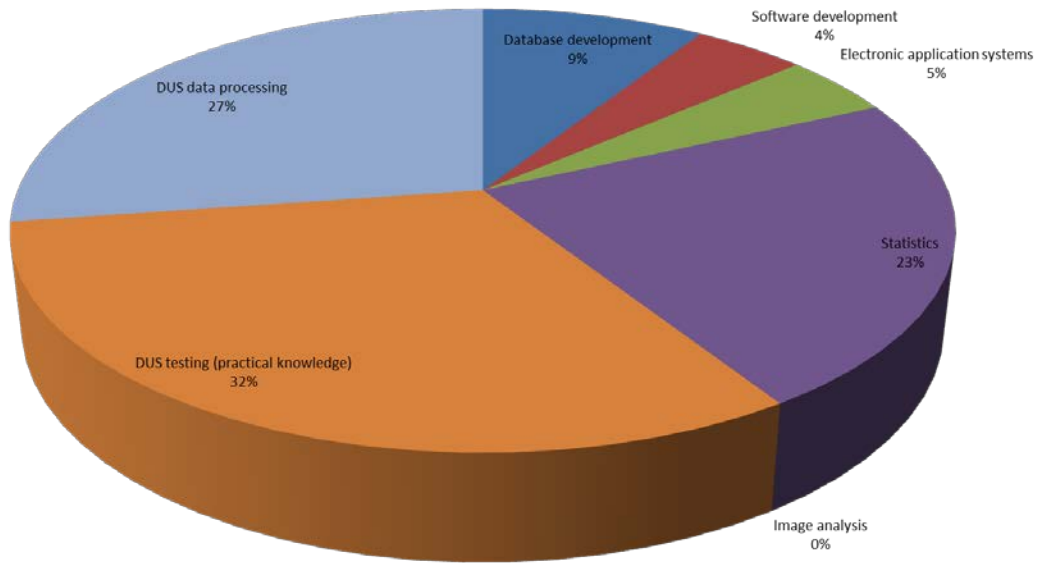
## Comments

(on question 8: Were you satisfied with the work program of the week?)

TWV	My compliments to the Japanese staff!
TWV	I was satisfied that it could finish all schedule of session without problem in particular.
TWO	The Chairman and office were efficient and worked systematically. Some of the programme was TWP generic. The agenda could be critically reviewed to address ornamentals more directly.
TWO	The work and participation were more active, and there was enough time to cover the program for the week.
TWF	Some documents are for information only (e.g. documents on statistics, denomination, electronic application systems). It would not be necessary to present them to the whole group, which is only invited to take note. Asking participants if they have comments would be sufficient.
TWF	the programme was worked through in a systematic way.
TWF	It is an intensive and long work program, but some informative items from TC or general matters are treated too ligh and generate any discussion.
TWF	the outdoor and adventurous dinner of fish and chips was a new and great experience. thanks to the brains of this idea. the meeting was great, ben, caroline, and the chair- caranza were all so very good in handling and running the meeting.

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TWC participants' area of expertise



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## Comments

(on question 10: How could the effectiveness of the TWP session be improved?)

TWA	When developing TP's it would be a great improvement to have both a Lead Expert plus a designated Deputy Lead Expert. The deputy would be the first point of assistance for the Lead Expert and could also take the responsibility at the TWP if the Lead Expert could not attend.
TWA	more time for TG discussing
TWA	The set-up in Kiev was excellent. Much depends on facilities, meeting room and sound.
TWA	Shorter documents? Less background information (on the previous discussions and decisions on the matter in question)?
TWA	For new participants, a quick briefing about the ways and means of presentation/debate of/on a standard UPOV document may be useful.
TWA	In the future TWA sessions during the Technical Visit would be more effective to concentrate discussion every year of one main crop and share practical experience by Member States.
TWA	provide more Technical Visit
TWA	Time reserved for further discussions on TG was a good improvement.
TWA	
TWA	Any possibility to motivate and encourage more participants to contribute actively in the discussion should be used.
TWA	Not all documents have the same importance, for documents that require only "TWA noticed ..." could be spent less time
TWA	It may be useful to think of possibility to include preparatory workshop into Technical visit, that will allow to shortened the meeting to five days.
TWA	More input from all the participants
TWA	better coordination of the TWA items prior to the session
TWA	
TWA	More participants taking part in the discussions. 2. Technical visit demonstrating DUS trials which are based on TGs under discussions, so the effectiveness of the TGs can also be tested in the field, particularly scoring using notes.
TWA	Prior to the meeting, require more extensive consultation and to discuss and submit the appropriate feedback.
TWA	New way for all participants can participate in the meeting. meeting was carried out by very few people.

## Comments

(on question 10: How could the effectiveness of the TWP session be improved?)

TWC	With the WebEx application, effective and efficient decision making by TWC can be reached if conversant participants of other TWPs, where applicable, can be put on standby to inform/interpret/clarify to the TWC on the matter when there are matters raised by a TWP
TWC	discussion
TWC	1) The inclusion of photo's in the Annex to the Report is great for after the event. However, given that folk don't always wear their name badges, it would be really useful to have a photo-board up during the meeting, so that people could put names to faces easily. I came away from the TWC not knowing the names of many of our hosts, when I would have liked to have shown respect through knowing and using their name. 2) The U-shaped seating arrangement is good for viewing the screen, but those at the far end don't get as well included as those near the Chair. Could 2 screens be used, so allowing a more circular seating arrangement and greater inclusion of all? 3) Please have a person with a mobile camera and microphone (attached to a laptop on wifi?) for the Webex sessions? 4) Against question 2 above, please could you reword to "fewer than 5" instead of "less than 5" - see <a href="http://oxforddictionaries.com/words/less-or-fewer">http://oxforddictionaries.com/words/less-or-fewer</a> "Use fewer if you're referring to people or things in the plural (e.g. houses, newspapers, dogs, students, children). (...) Use less when you're referring to something that can't be counted or doesn't have a plural (e.g. money, air, time, music, rain)."
TWC	More time to discuss the most important topics. Sometimes examples of experiences reported are too generic
TWC	The number of participants with experts in statistics has decreased markedly (retirements and funding issues). This trend needs to be reversed.
TWC	I think that the method of web casting should be improved .
TWC	In this TWC preparatory workshop, we have a chance to learn the gaia program. that is very useful. Like this, I think expanding learning program including distance learning is very useful.
TWC	Cooperation with DUS expert and participation of DUS expert in TWC meeting
TWC	I think that the TWC session is important for the efficiency and precision of DUS testing and harmonization between members of the union. But because the expertise area of TWC participants is very broad (such as IT and statistics and DUS testing), including me many participants feel that the argument of TWC session is very difficult. This is my feeling. Any way thank you for making an effort in improvement of TWC session.
TWC	difficult to say as we have different expertise

## Comments

(on question 10: How could the effectiveness of the TWP session be improved?)

TWV	Encourage presentation of useful findings from members of the union and other experts
TWV	It seems that the participants have not the same background and then the same level of comprehension : therefore, some presentations more or less theoretical could initiate some debate and make the participants more confident.
TWV	to open the discussion on the share of tools (pathological tests, bimolecular technics..) with practical and targeted examples.
TWV	to be increase participant of UPOV member country
TWV	To realize presentations of countries experiences in especified subjects
TWV	Put aside half a day or so to discuss issues of relevance fo TWV (will de bone in 2014). Try to somehow encourage more participation during the meetng from non-European delegations
TWV	More should be spoken from the practical problems as change of variety descriptions.
TWV	By more guidance of the leading expert by UPOV, and not too much workload for one expert
TWV	I would like to suggest that we can discuss the matter about not only how to observe the characteristics but also how to decide the distinctness especially for the QN characteristics.
TWV	Because a screen was small, I was hard to see a text on the screen.
TWV	Because the number of TG draft considered is appropriate in TWV,I think the session is effective enough.
TWV	Discussion to the specific subject on TWV is useful, for example , assessment for Disease resistance, etc.
TWV	Sharing the DUS test situation with each countries. For example how to conduct examination, how to accept application, how to check TQ, how to report final result.
TWV	I think participation of experts in their respective fields need more.

## Comments

(on question 10: How could the effectiveness of the TWP session be improved?)

- TWO Participants should bring more presentations of their own experience in order to raise discussions which could result in an improvement of TGP documents. The group is in general too passive, waiting for documents from the Office of the Union to be looked at.
- TWO It may be better if genera/species are copied to participants in advance before new TG of recommendation may be confirmed. Thus, participants may have some times to think if they are interesting in or not.
- TWO documents should be sent at least 14 days before the meeting
- TWO Notes as above. In particular, a programme more tailored to specific needs of ornamental testing, balanced with informing participants of other matters
- TWO In case of possible, leading experts should provide more sample for clarified
- TWO If UPOV office could distribute the related documents earlier, the TWO session would be more effective.
- TWO The UPOV must send earlier their comments. The same schedule as for the other experts. If this is possible maybe we do not need so many years for a guideline.
- TWO If we could have comments from UPOV office at the early stage of their draft circulation, Subgroup meeting will be possible to reduce the time for discussion.
- TWO more slowly english
- TWO freequent communication
- TWO I think many participants do not take part in the discussions due to linguistic barriers. Active participation in the discussions by all participants would definitely benefit the program.
- TWO the agenda of the 1 meeting day could be communicated to the participants at least one day prior to the formal start of the meeting. If documents cannot be published sufficiently in advance a print should be provided at the preparatory workshop (some participants had to start travelling on Thursday; not all docs were available that day)
- TWO Active online publishing of document is necessary. Some Docs are not presented in online.

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## Comments

(on question 10: How could the effectiveness of the TWP session be improved?)

- TWF Individual participants should prepare themselves in a better way, prior to the meeting, and should feel encouraged to participate more actively in the discussions. In particular it is of great importance that the country representatives should provide of sufficient skills in English language.
- TWF Participants should bring more presentations of their own experience in order to raise discussions which could result in an improvement of TGP documents. A number of subject matters has been proposed for next year.
- TWF more related experts take party in TWP
- TWF Should have the photos of example varieties in each plant to clear the characteristic.
- TWF It may be effective if I can use two projectors in one room.
- TWF Consider tailoring the agenda more closely to fruit testing needs, balanced with wider information
- TWF The documents to be discussed to be place on the UPOV website little bit earlier.
- TWF In general TWF session is satisfactory, but it is possible to improve it giving answer to the observations made in the previous points
- TWF How about to decide the agend via email in previous instead of on the conference ?
- TWF Perhaps giving the members presenting TG reviews guidelines on how to effectively present the changes they are proposing. Some members did so much more effectively and efficiently than others.
- TWF the participants especially from countries with much experience provided much on the cerebral discussions. the exercise was good to break the monotony. maybe, more creative exercises in the future meetings

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## SURVEY 2013/ Non- Participants to TWPs

### Question 1: What are the reasons for not attending the Technical Working Party in 2013?\*

	TWA Absolute freq./Relative freq.	TWF Absolute freq./Relative freq.	TWC Absolute freq./Relative freq.	TWO Absolute freq./Relative freq.	TWV Absolute freq./Relative freq.	Total Absolute freq./Relative freq.
lack of time	2 (22.22%)		2 (18.18%)	1 (20%)	1 (25%)	6 (16.21%)
cost of travel	4 (44.44%)	5 (62.5%)	7 (63.64%)	3 (60%)	3 (75%)	25 (59.45%)
cost of accommodation	3 (33.33%)	3 (37.5%)	4 (36.36%)	2 (40%)	1 (25%)	13 (35.13%)
relevance of the meeting	1 (11.11%)	3 (37.5%)		1 (20%)	1 (25%)	6 (16.21%)
other	3 (33.33%)	2 (25%)	3 (27.27%)	3 (60%)	1 (25%)	12 (32.43%)

Invitees that responded:	9	8	11	5	4	37
Number of members who received the survey:	38	51	55	49	51	

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\*Multiple factors can be selected

## Comments

### on question 1: What are the reasons for not attending the Technical Working Party in 2013?

TWA: We are only DUS testing sugar beets

TWA: Unexpected personal problem

TWF: There is no fruit testing in my country

TWC: The forseen participant was shortly before the meeting no longer available.

TWC: important dates in internal projects regarding to introduction of document management systems

TWC: Retention regarding to the safety in the northern part of South Korea in 2013

TWO: TWP are followed by CPVO.

TWV: In Canada, we need to prioritize which TWP meetings we are able to participate in based on budgetary allocations. As well vegetable applications are quite limited, therefore some of the discussions are less relevant to the operation of our office

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## SURVEY 2013/ Non- Participants to TWPs

Question 2: What would encourage you to participate in future meetings of the TWP? \*

	TWA Absolute freq./Relative freq.	TWF Absolute freq./Relative freq.	TWC Absolute freq./Relative freq.	TWO Absolute freq./Relative freq.	TWV Absolute freq./Relative freq.	Total Absolute freq./Relative freq.
reduce the length	3 (33.33%)	2 (25%)	2 (18.18%)	2 (40%)	1 (25%)	10 (27.02%)
holding the meeting in a closer location	3 (33.33%)	3 (37.5%)	7 (63.64%)	2 (40%)	1 (25%)	16 (43.24%)
combine Technical Working Parties together	2 (22.22%)	3 (37.5%)	1 (9.09%)	1 (20%)	2 (50%)	9 (24.32%)
increase number of TGs to be discussed		1 (12.5%)				1 (2.7%)
change the content of the meeting	1 (11.11%)					1 (2.7%)
other	3 (33.33%)	2 (25%)	4 (36.36%)	3 (60%)	1 (25%)	13 (35.13%)

Invitees that responded:

9

8

11

5

4

37

Number of members who received the  
survey:

38

51

55

49

51

23

\*Multiple factors can be selected

## Comments

on question 2: What would encourage you to participate in future meetings of the TWP?

TWA: More crop specific focus

TWA: Focus more on a real practical testing of DUS e.g. an exchange of experience by presentations of participants

TWC: No encouragement needed

One possibility for smaller institutions with less resources might be to participate in a regional meeting perhaps that

TWC: would feed into the Technical Working Group

TWC: UPOV has nothing to change

TWV: May be the bi-annual frequency as general routine could be enough. Annual as exception.

## SURVEY 2013/ Non- Participants to TWPs

### Question 3: Would you be willing to participate by electronic means ?

	TWA Absolute freq./Relative freq.	TWF Absolute freq./Relative freq.	TWC Absolute freq./Relative freq.	TWO Absolute freq./Relative freq.	TWV Absolute freq./Relative freq.	Total Absolute freq./Relative freq.
Yes, all of the meeting	4 (44.44%)	2 (25%)	5 (45.45%)	3 (60%)	2 (50%)	16 (43.24%)
Yes, selected part of the meeting (please add information)	3 (33.33%)	2 (25%)	2 (18.18%)	1 (20%)	2 (50%)	10 (27.02%)
no	2 (22.22%)	4 (50%)	4 (36.36%)	1 (20%)		11 (29.72%)

Invitees that responded:	9	8	11	5	4	37
Number of members who received the survey:	38	51	55	49	51	

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## Comments

### on question 3: Would you be willing to participate by electronic means ?

TWA:	Physical meeting with colleagues is stimulating. Community of DUS examiners stimulates debate.
TWC:	If it were possible to have a regional meeting, then afterwards it would make it easy for me at least to follow and participate in the subsequent TW by electronic means
TWC:	Already did in: 2011 TWC Geneve
TWV:	Perhaps a kind of internal blog in the months previous to the meeting, could be interesting as a way of introducing new participants in the general discussions
TWV:	Possibly depending on the relevance of the discussions to the operation of our office.

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## **SURVEY 2013/ Non- Participants to TWPs**

### **Question 4: suggestion for improving the effectiveness of the Technical Working Parties**

TWA: Much of the content is aimed at those institutions with depth and breadth in technical examination. Less easy for smaller institutions to find a meaningful reason for engagement.

TWF: Hold it in Geneva

TWC: mixture of regional and electronic participation

It would be more effective if we would get the documents to be discussed 1-2 week earlier, to build a more sophisticated opinion

TWC: Focus more on a real practical testing of DUS e.g. an exchange of experience by presentations of participants

TWV: The real participation in the discussions and decisions should encourage more countries to attend more meetings. May be that previous questionnaires about the general items, or participations in blogs could work

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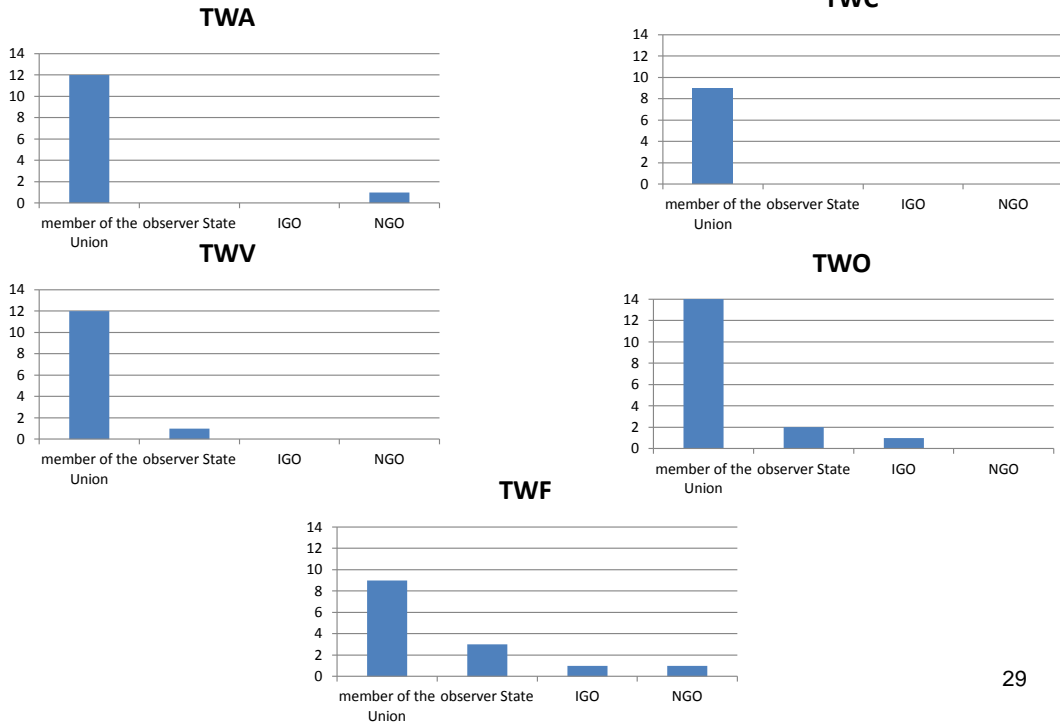
## **2013 Surveys Review and analysis**

1. TWPs (Participants and Non participants)
2. Preparatory Workshop
3. Technical Committee (Participants and Non participants)

28

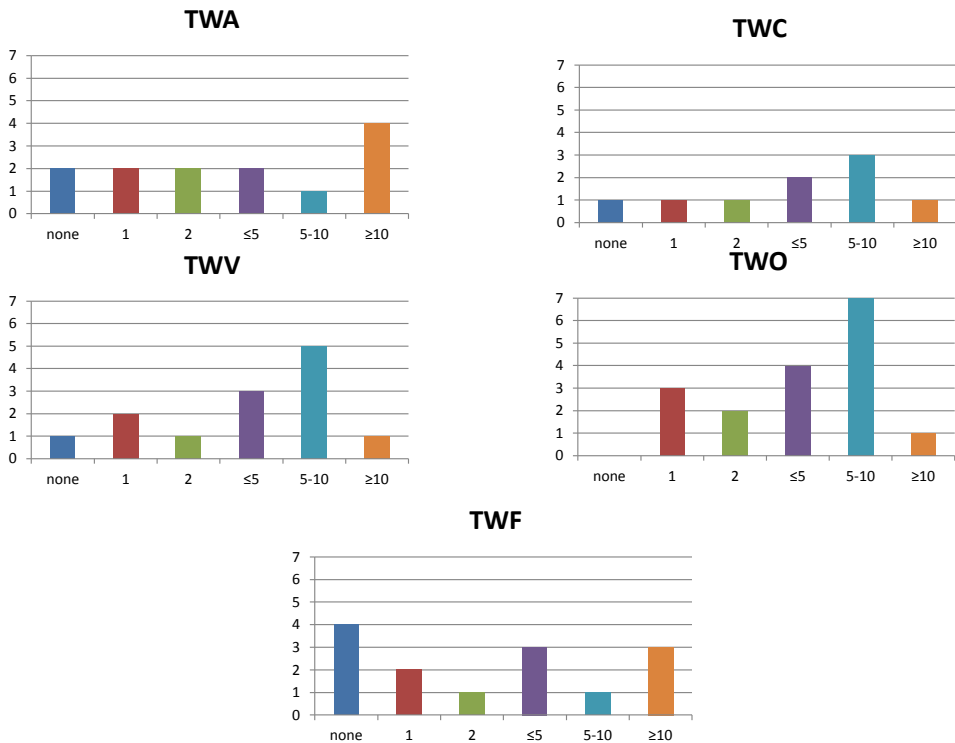


## 1. Are you representing



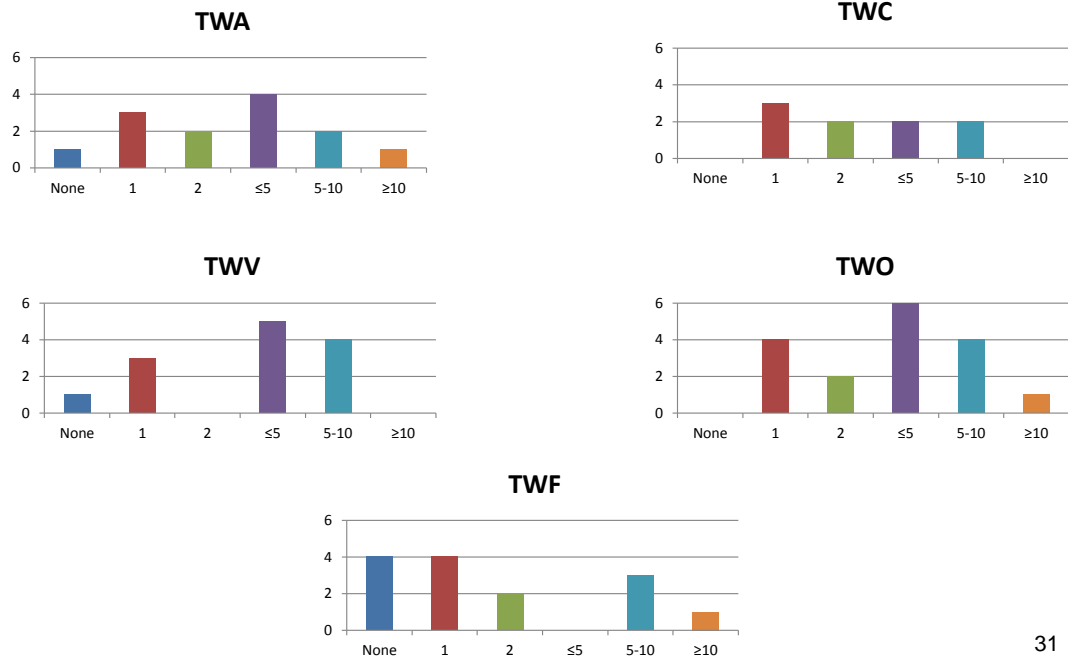
29

## 2. How many TWP meetings have you attended?



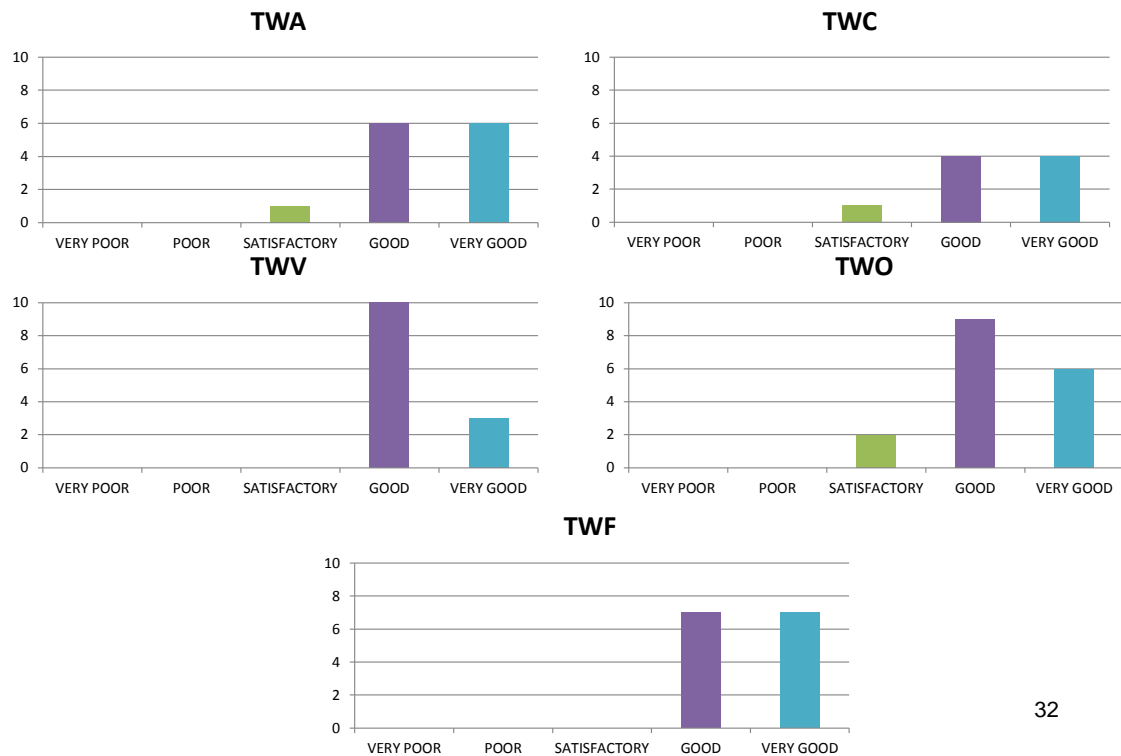
30

### 3. How many Preparatory Workshops have you attended?



31

### 4. Was the content of the Preparatory Workshop useful for you?



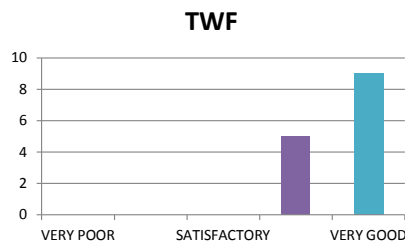
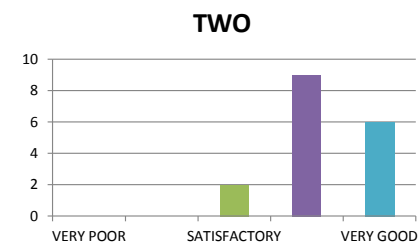
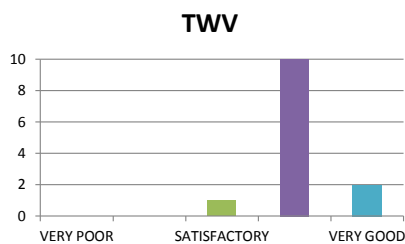
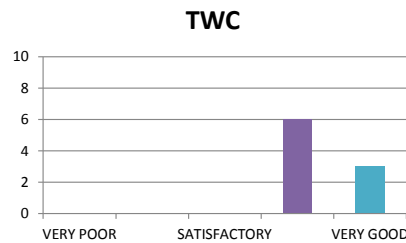
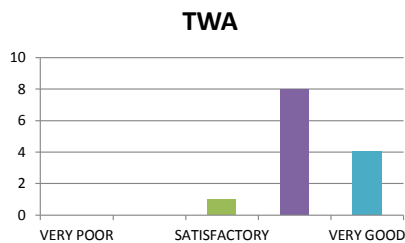
32

# Comments

on question 4: Was the content of the Preparatory Workshop useful for you?

TWA	As a new person it gave me greater understanding of issues that would be discussed during the meeting.
TWA	this was the first Prep workshop I have attended after more than 20 TWP's. Nevertheless it was usefull.
TWV	Good opportunity to refresh some UPOV approaches.
TWV	After this second participation to this TWV and the management of 1 TG draft since last year, it is useful to have theoretical explanations on the TGP. Nevertheless, there is still the question to answer and depending on the participation's mind : to do this Preworkshop BEFORE to drive a TG draft or AFTER ? !
TWV	it is interesting to up date and revise the tools which will be used the following week.
TWO	I suggest that the guidance regarding the use of notes be reviewed. The two note principle is useful but it is not a rule and more balance is required for this discussion
TWO	For me it was very helpful to well understand the characteristics: QN/QL/PQ
TWO	Yes. The presentation was more interesting than the other years. The topics were the same, but presented in a different way.
TWF	I thought the use of exercises to be helpful in generating discussion between participants on the appropriate response to questions and brought forward other points of view.
TWF	Provides an introduction. Good to have a range of topics but not necessarily detail.

## 5. Were the presentations clear and informative?

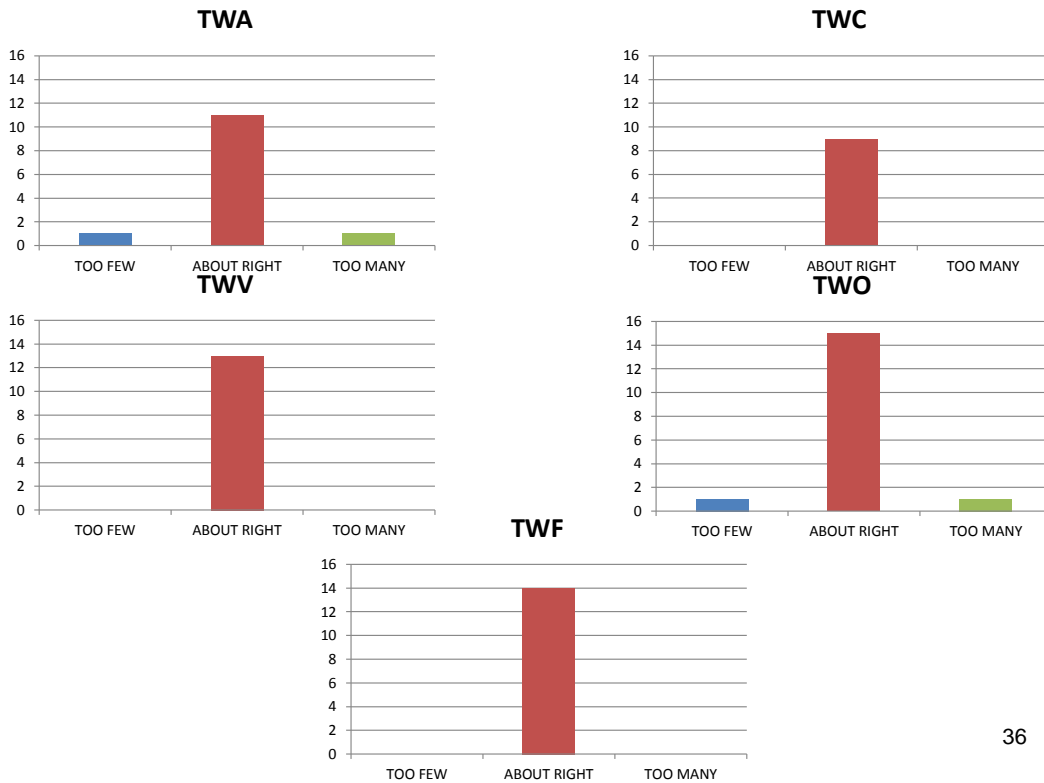


# Comments

on question 5: Were the presentations clear and informative?

TWA	The presentation was informative but too long. Better split it up in different parts to be presented by different speakers. The format of a number of slides was too small. The examples used were not adapted to agricultural crops. Too much on ornamentals and vegetables. In my opinion the examples should be specific in relation to the TWP concerned.
TWA	The presenter was very good but maybe if the explanations could be summarised a little more to give a bit more time to extra exercises
TWC	The pacing and content were good
TWV	The explanation was fast for me.
TWO	it would be good to gauge the level of knowledge present and have flexibility to cater more closely. Greater participation of the Chairman or others could be useful.
TWF	Good to see a closer connection with TGP's and TG drafting itself

## 6. Was the number of practical exercises appropriate?



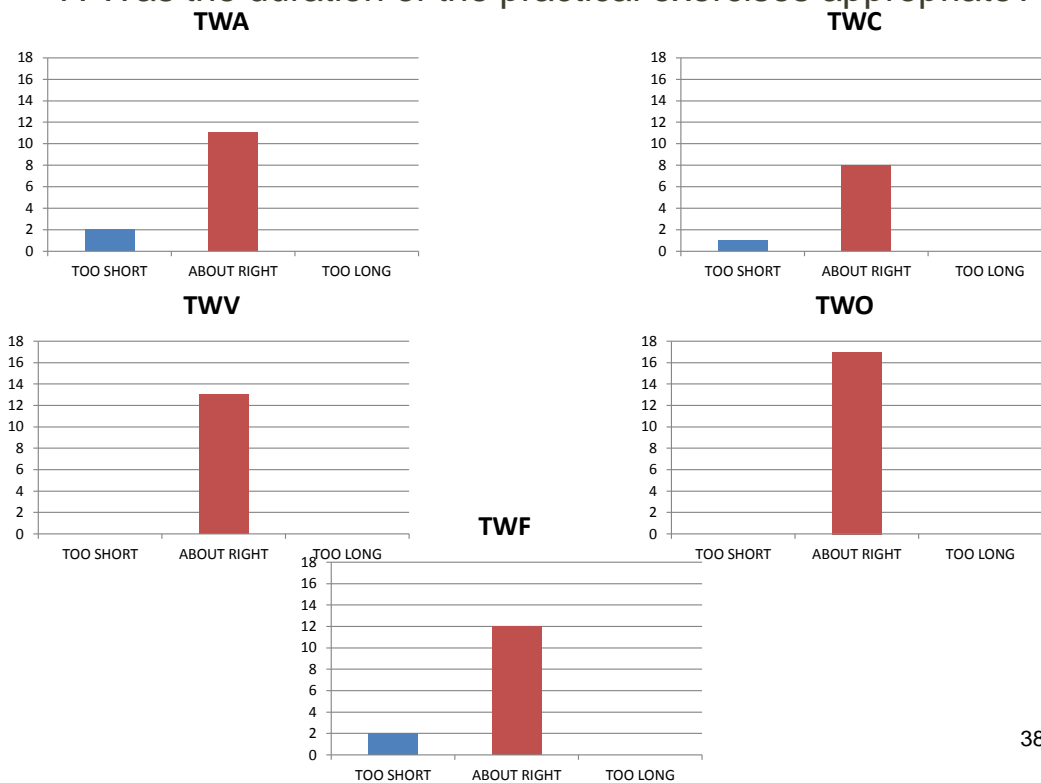
# Comments

on question 6: Was the number of practical exercises appropriate?

TWA	There were two exercises, one relatively short and one very long; Perhaps there should be more exercises with fewer examples. I think that more exercises might give the participants more confidence to contribute a bit more in the TWA session.
TWV	enough exercises, but perhaps not enough time to provide all the answers...
TWO	Provides an important rest for the presenter.
TWO	I would prefer to do more exercises
TWO	I think the number of exercises was OK, considering the time for the preparatory session.
TWF	A good break for the presenter. Perhaps the chairman could take more active role

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## 7. Was the duration of the practical exercises appropriate?



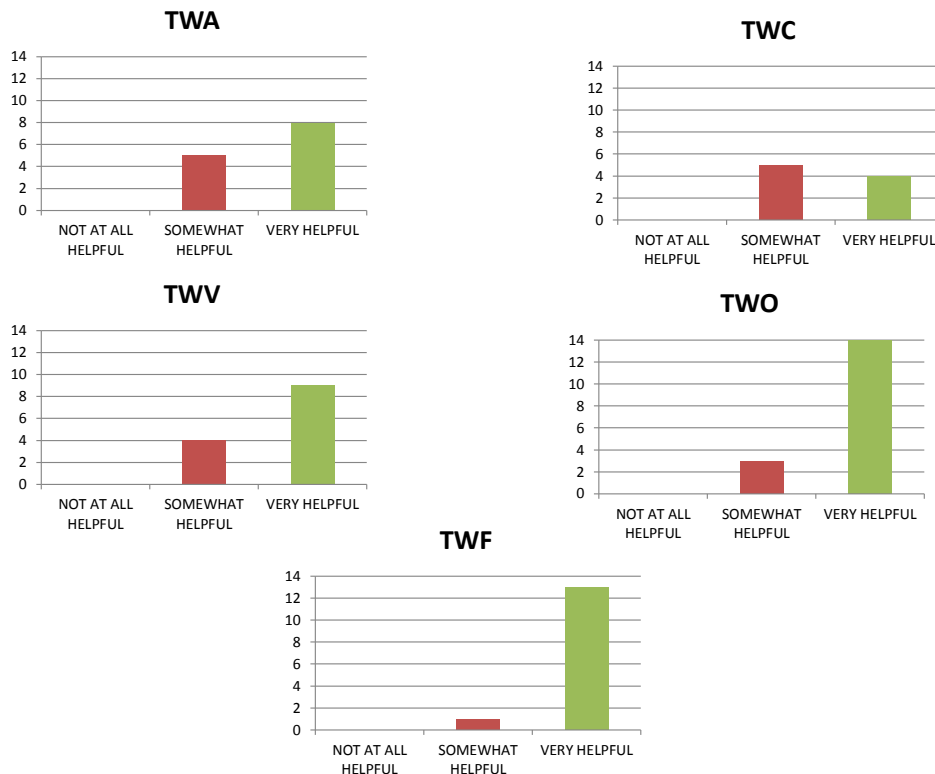
38

# Comments

on question 7: Was the duration of the practical exercises appropriate?

TWA	The first one was too long and the second that we did in a large group moved along much faster.
TWA	One about right; one too long
TWV	Some hesitations between "about right" and "too short"
TWV	but a little bit to short, because these exercises call other subject of discussions, beginning of shares of experience and methods of work.
TWF	I think additional time was needed to discuss disagreements in regards to responses and possibly come to agreements between participants,

## 8. Did the practical exercises help in your understanding?



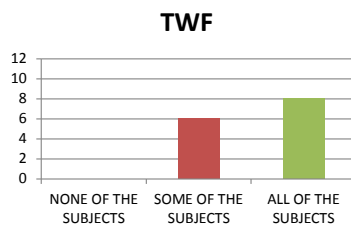
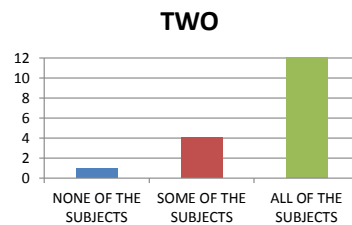
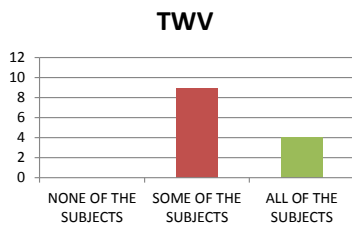
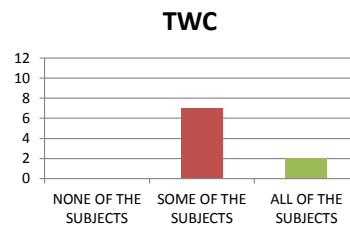
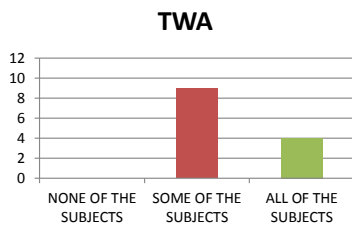
# Comments

on question 8: Did the practical exercises help in your understanding?

TWA	the number and duration of practical exercises are appropriate for me. I wish I could know a few exercises that is more difficult or complicated.
TWA	For me personally not relevant. The discussions between examiners was good,.
TWV	This preparatory workshop is mora for new delegates.
TWV	very interesting, to keep absolutly. Thank you.
TWV	It helped my understanding and became a good oppotunity to communicate with members.
TWO	Like the other preparatory sessions I have attended, practical excercises are very useful.

41

9. Did you receive guidance on the subjects that you wished to cover?



42

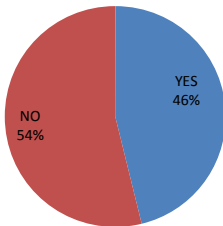
# Comments

on question 9: Did you receive guidance on the subjects that you wished to cover?

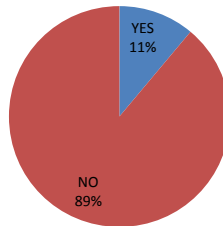
TWF I was open to whatever subjects were provided for discussion.  
TWF A improved summary of the two note guidance, possible misunderstanding it is a rule.

10. Are there any new subjects that you would like to be included in the program of the Preparatory Workshop for the next year ?

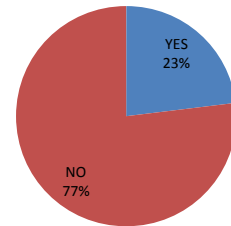
**TWA**



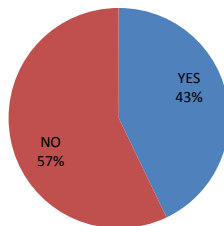
**TWC**



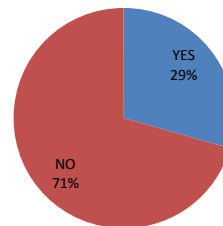
**TWV**



**TWF**



**TWO**





## Comments

on question 10: Are there any new subjects that you would like to be included in the program of the Preparatory Workshop for the next year ?

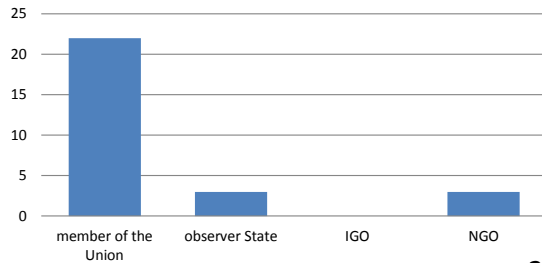
TWA	No so much on new topics but more on the working program of the TWP itself and the set-up. There was too little time in this occasion.
	Numbers of plants to be observed with examples for each type of genetic structure : cleistogamous plants, autogamous plants with some cross pollination, allogamous ....
TWA	Basis of statistics
TWA	Please make give some new exercises, I have seen the current ones a few times now.
TWA	Practical exercise for example communication to make harmonization among participants for obseration of characteristics.
TWC	Presenting DUS results
	Prep workshop went on too long. I believe this was due to the earlier presentations made by myself and others that are not usually part of the Prep workshop. It started at 10am and finished at 18.30. This was too long given that is was a preparatory meeting plus the effects of the shift in time zone for other than the Koreans.
TWC	I think it's better to explain what type of composition of photo is appropriate for TGs. Because some TG's photos were not appropriate to explain the characteristics.
TWV	issues about how to decide DUS practically.
TWV	Distinctness desult decission maker
TWO	The subject of Preparatory Workshop may made some change every time.
	TGP documents are a core part of the meeting and there role in drafting guidelines could be clearer. Many of the TG methods come from them. Guidance on who can propose TGs and information on this process. A summary of how the subgroups work in the coming week.
TWO	More exercices because I still have difficulties with PQ
TWO	judgement of uniformity
	TG documents could be explained in more detail inparticular with regard to the role of the TWP: it is not easy to understand for newcomers why many documents are presented several times and participants are (only) invited to "take note"
TWO	In regards to developing TG's, it may be helpful to have a discussion on when it is appropriate to include illustrations and/or explanations of how a characteristic should be assessed. When providing explanations, how clear should the explanation be when describing what to do ... if there is an illustration can the explanation be less clear?
TWF	how to give the Note of states
TWF	Who can propose guidelines. More about actually proposing TGs, how subgroups function. New participants appear to lack knowledge in this.
TWF	Guidance on colour assesment protocols would be helpful

## 2013 Surveys Review and analysis

1. TWPs (Participants and Non participants)
2. Preparatory Workshop
3. Technical Committee (Participants and Non participants)

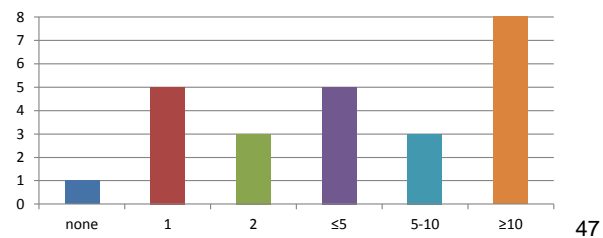
## Survey 2013/ participants to the Technical Committee

### 1. Are you representing



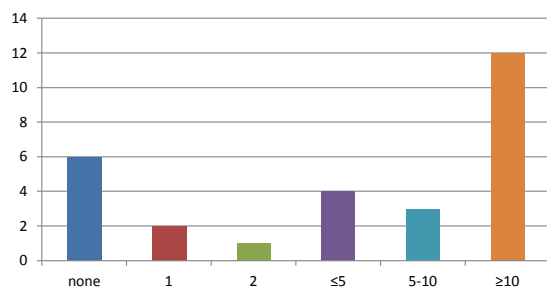
Number of replies: 28

### 2. How many TC meetings have you attended?



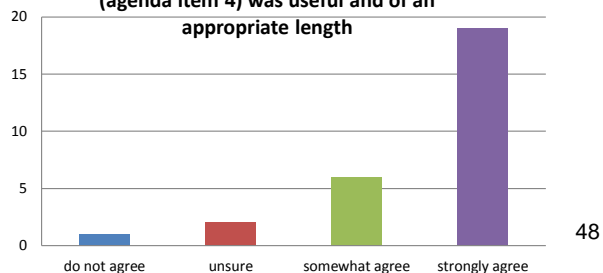
## Survey 2013/ participants to the Technical Committee

### 3. How many TWP meetings have you attended?



Number of replies: 28

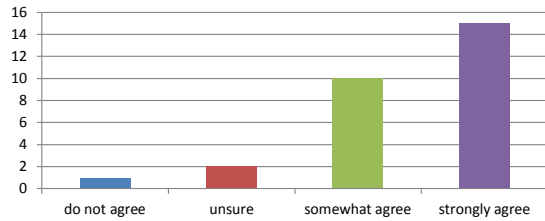
### 4. The report on developments in UPOV (agenda item 4) was useful and of an appropriate length



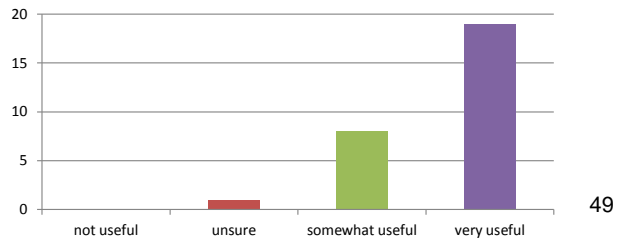
## Survey 2013/ participants to the Technical Committee

5. The progress report from the TWP chairpersons (agenda item 5) was useful and of an appropriate length

Number of replies: 28



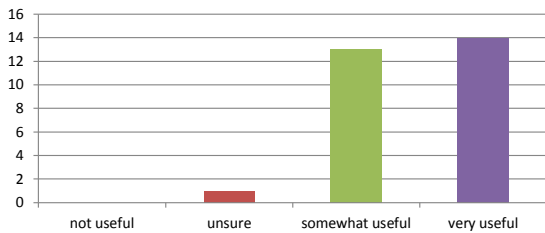
6. Was the discussion on application of molecular technique models by members of the Union (item 3(a)(i)) useful?



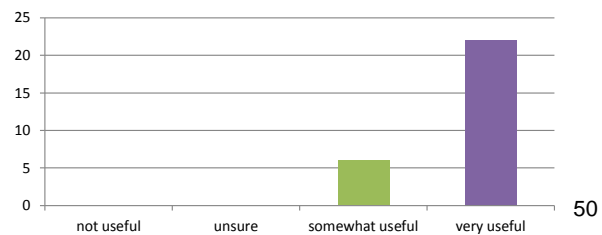
## Survey 2013/ participants to the Technical Committee

7. Was the discussion on the situation with regard to molecular techniques in other international organizations (item 3(a)(ii)) useful?

Number of replies: 28



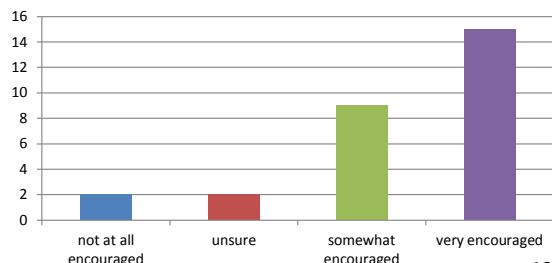
8. Was the discussion on the use of DUS test reports by members of the Union (item 3(b)) useful?



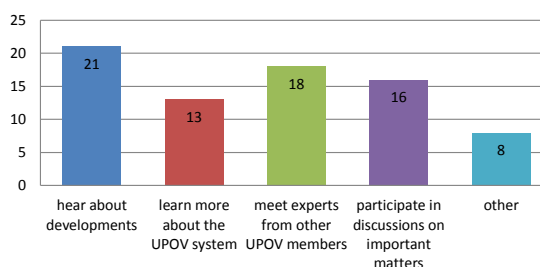
## Survey 2013/ participants to the Technical Committee

### 9. Did you feel encouraged to participate in the discussions under agenda item 3?

Number of replies: 28



### 10. I attend the TC sessions to (more than one answer possible)



51

## comments

### 4. The report on developments in UPOV (agenda item 4) was useful and of an appropriate length

It would be good if actual report (including power point presentation) be included as meeting documents for the benefit of those who attend the meeting for the first time and for ease of reference.

The broad over view of activities has value, especially for technical people to hear about the CAJ, CC etc. This report should be used to provide TC participants with more of this sort of UPOV information. Most TC participants are primarily technical people and this is a god opportunity to inform about the non or less technical UPOV activities.

This agenda item is always interesting and never too long

This report is interesting to get information on the main activities of other UPOV bodies and to know the last developments within UPOV

Tends to be dry stuff; would à powerpoint be better?

### 5. The progress report from the TWP chairpersons (agenda item 5) was useful and of an appropriate length

The reports are somewhat repetitive because the working parties share a number of agenda items. However, in cases where a particular TWP has made relevant, independent comments about an item or a document, then the reports are useful.

The connection between the TC and TWPs is very impotent. Much of the TCs work is grouped in the working parties and it is useful to expose TC participants to working party activities as many TC participants do not attend TWPs.

Interesting to hear the developments within the TWP's.

These reports are useful and don't take too much time when respecting the new scheme of presentation. We always can say that the TC participants should read the written repts but it's not so easy and these presentations are a way to communicate on main topics considered by each TWP

Still a bit too long, but currently with the powerpoint presentations already better than in the past.

The reports are better now with Power Point Presentations presented by the Chairman. Still they are very lengthy. Perhaps it is possible juct to high highlight the most important conclusions.

Could be distributed before THE meeting on paper

### 6. Was the discussion on application of molecular technique models by members of the Union (item 3(a)(i)) useful?

it was useful in the sense that it confirmed my view that currently molecular techniques have a limited supporting role in DUS testing.

I liked the concreteness of the presentations, what kind of work is done in real life.

For authorities with no or limited experience with these techniques it is an opportunity to learn and hear from others with experience.

Interesting to hear if there has been any new development/s in this field of interest.

Only somewhat because not all member states contribute and we know that some of them are developping applications. The interesting observation is that we received more application about use of molecular markers for checking identity which is not really in the UPOV field and less on application of the UPOV models! But the presentations on these models were positive

52

This part was really good and interesting. Important to have information from different parts of the world.

## comments

**7. Was the discussion on the situation with regard to molecular techniques in other international organizations (item 3(a)(ii)) useful?**

This was also highly interesting. I am sure this kind of knowledge sharing will be useful in the light of harmonization.

Was worthwhile but should be kept in mind that UPOV useage does differ from others.

It shows clearly that it is important to exchange and work together on the methods and techniques keeping in mind that each of these organisation must keep its objectives which are rather different

The ones from OECD and ISTA yes; ISO is in my opinion less interesting. What could have been added is a presentation from the breeders side on the state of the art in Marker Assistent Breeding and the use of BMT in maintenance in certain crops.

**8. Was the discussion on the use of DUS test reports by members of the Union (item 3(b)) useful?**

Was very useful as I learnt some new information about obtaining DUS test reports

It is always interesting to hear what are the processes in other countries.

To hear what happens to a report your authority provides to a certain authority is worthwhile. Could also help to review/develop the approach at home with an aim of greter harmonisation with other authorities.

Good presentations with some delivering statistics and others putting more emphasis on conditions to accept reports

Exchange of information was good. However there were no clear conclusions or recommendations.

**9. Did you feel encouraged to participate in the discussions under agenda item 3?**

The atmosphere was positive and there were good questions and anaswers. The skill of the Chairman is important.

General comment : Afternoon sessions were to lomg without a break.

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## SURVEY 2013/ TC Non- Participants

### Question 1: What are the reasons for not attending the Technical Committee (TC) in 2013? \*

Question 1	TC Absolute freq./Relative freq.
lack of time	1 (12.5%)
cost of travel	3 (37.5%)
cost of accommodation	3 (37.5%)
relevance of the meeting	
other	4 (50%)

Invitees that responded: 8

Number of members: 30

**Comments:** We are only DUS testing sugar beets  
Lack of technically qualified bodies

\*Multiple factors can be selected

54

## SURVEY 2013/ TC Non- Participants

Question 2: What would encourage you to participate in future meetings of the TC? \*

	TC Absolute freq./Relative freq.
reduce the length	1 (12.5%)
holding the meeting in a closer location	
change the content of the meeting	
other	7 (87.5%)

Invitees that responded: 8  
Number of members: 30

**Comments:** More crop specific focus  
More budget/ financial support  
Cost of travel and accomodation  
financial support is needed to attend

\*Multiple factors can be selected

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## SURVEY 2013/ TC Non- Participants

Question 3: Would you be willing to participate by electronic means?

	TC Absolute freq./Relative freq.
Yes, all of the meeting	2 (25%)
Yes, selected part of the meeting (please add information)	3 (37.5%)
no	3 (37.5%)

Invitees that responded: 8  
Number of members: 30

**Comments:** As our country don't perform DUS testing inpractise we haven't enough knowledge  
The attending personally the Technical Committee (TC) and other meeting is very useful for direct communication and to form UPOV family. And I think not all countries UPOV members have technical opportunities to participate by electronic means

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## SURVEY 2013/ TC Non- Participants

### Question 4 Suggestions for improving the participation at the Technical Committee:

Maybe to advise in advance suitable not expensive hotels for booking for meetings period

Governments should be encouraged to allocate financial mans in the budget for such events.

[IN ENGLISH ONLY]

**1. EXAMPLE WIPO QUESTIONNAIRE FOR FORMER TRAINEES****Target group**

The former trainees (in fiscal year 20\*\*-20\*\* and fiscal year 20\*\*-20\*\*) who attended the training courses, in Tokyo under the Japan Funds-in-Trust (FIT) Arrangement for Government Officials

**Objectives**

The objectives of this questionnaire are to gain a clear picture of the effectiveness and results of the training courses, and assess the current needs of local offices in order to further improve future programs.

Please complete the requested sections of this questionnaire clearly in English block letters and place a tick or the number corresponding to your response.

(Personal information provided by those responding to this questionnaire will be treated confidentially and used only for the purpose of the survey. Some of the personal information which has been requested on this page, and which is marked by (\*), is optional).

<b>Training Course You Attended:</b>	<b>Select one<sup>1</sup>:</b> <input type="checkbox"/> Administration <input type="checkbox"/> Enforcement <input type="checkbox"/> Info. Technology <input type="checkbox"/> Examination (**-**) <input type="checkbox"/> Examination (**-** Basic) <input type="checkbox"/> Examination (**-** Advanced) <input type="checkbox"/> Specified Technologies <input type="checkbox"/> Long-term Fellowship
<b>Full Name:</b>	
(*)Family Name: (Middle Name) (*)First Name: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Your Country:</b>	
<b>Job Responsibilities:</b>	
<b>At present:</b> (*)Organization (*)Division/Department Official Title	
Brief description of your duties	
<b>At the time of Training:</b> (*)Organization (*)Division/Department Official Title	

<sup>1</sup> If you have attended more than one training workshop, please complete a separate questionnaire for each training course.



Brief description of your duties	
----------------------------------	--

**Question 1:** To what degree have the skills/knowledge acquired during your training course in Japan been useful to you in your day-to-day work after returning to your office?

**Select one :**

- Extremely useful     Quite useful     Of little use     Not at all useful

**Question 2:** If the skills and knowledge acquired during the training course in Japan are useful, how often do you use them?

**Select one :**

- Daily     A few times/week     A few times/month     Rarely

**Question 3:** After returning to your office, with how many people did you share the knowledge/skills acquired during your training course in Japan?

[        ] please indicate approximate number of people

**Question 4:** How did you share the knowledge/skills within your organization/workplace?

**Tick as many as apply:**

- Presentations for colleagues  
 Actual training of colleagues  
 Other knowledge/skills sharing methods (please specify)  
 I did not share the knowledge/skills acquired with my colleagues

**Question 5:** To what degree did the skills/knowledge that you shared have an effect on your workplace or organization?

**Select one:**

- Extremely significant effect     Moderate effect     Some effect     No effect at all

**If there have been some effects, please specify what these effects have been?**

--

**Question 6:** Did the training course in Japan contribute to your own career development?

**Select one :**

Promotion  Added responsibility  Other career developments  No contribution

**If you selected "Other career developments", please explain what these have consisted of?**

**Looking back at the WIPO training program under FIT/JAPAN which you participated in, and in light of your experience in applying the knowledge that you acquired, would you have any suggestions for improvements in regard to:**

**(a) administrative arrangements for the training program (e.g. procedures for application/selection, availability of information prior to the course, local organizer's support, etc.)**

**(b) substantive content of the training program, topics covered, quality of speakers, usefulness of the background material, etc.**

Thank you very much for your kind cooperation in completing this questionnaire.

## 2. EXAMPLE WIPO QUESTIONNAIRE FOR SUPERVISORS OF THE FORMER TRAINEES

### Target

Supervisors of the former trainees (in fiscal year 20\*\*-20\*\* and fiscal year 20\*\*-20\*\*) who attended the Training Courses in Tokyo under the Japan Funds-in-Trust (FIT) Arrangement for Government Officials.

### Objective

The objective of this questionnaire is to gain a clear picture of the effectiveness and results of the training course and assess the current needs of local offices in order to improve future programs.

Please complete the requested sections of this questionnaire clearly in English block capital letters and place a tick or the number corresponding to your response. If you have colleagues who attended several training courses, please fill in this form on a course-to-course basis.

(Personal information provided by those responding to this questionnaire will be treated confidentially and used only for the purpose of the survey. Some of the personal information which has been requested on this page, and which is marked by (\*), is optional).

<b>Training Course Trainee(s) Attended:</b>	<b>Select one:</b>
	<input type="checkbox"/> Administration <input type="checkbox"/> Enforcement <input type="checkbox"/> Info. Technology <input type="checkbox"/> Examination (**-**) <input type="checkbox"/> Examination (**-** Basic) <input type="checkbox"/> Examination (**-** Advanced) <input type="checkbox"/> Specified Technologies <input type="checkbox"/> Long-term Fellowship
<b>Name(s) of Trainee(s)</b>	
<b>Number of trainees still employed at the IP Office</b> [     ] people	

<b>Full Name:</b>	
(*)Family Name: (Middle Name) (*)First Name: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Your Country:</b>	
<b>Job Responsibility:</b> (*)Organization (*)Division/Department Official Title	
Brief description of your duties:	

**Question 1:** Do you find the knowledge and skills acquired by the trainee(s) useful for your office?

**Select one:**

- Extremely useful     Quite useful     Of little use     Not at all useful

**If useful, please specify in what way the knowledge/skills are useful:**

**Question 2:** What measures are taken to ensure that the skills/knowledge acquired by a trainee is disseminated within the organization/workplace?

- Presentation by the trainee for his/her colleagues  
 Actual training for other colleagues to transfer skills  
 Other knowledge/skills sharing methods  
 None

**If you selected "Other knowledge/skills sharing methods", please specify?**

**Question 3:** With what periodicity does the knowledge/skills sharing described in Question 2 take place?

**Select one :**

- Periodically (e.g. repeated presentations/training sessions for new colleagues)  
 Once (e.g. a single presentation/training session on return from the course)  
 Never

**Question 4:** From your perspective, what improvements would you like to see in this training course?

**Question 5:** What are the IP related fields you consider most important as the subject of additional training for your supervisees?

**Select up to three (3) fields in order of importance**

- |  |   |
|--|---|
| <input type="checkbox"/> Automation of Administrative Operation          | <input type="checkbox"/> IP Education             |
| <input type="checkbox"/> Automation of Examination Operation             | <input type="checkbox"/> Public Awareness Raising |
| <input type="checkbox"/> IPDL Development                                | <input type="checkbox"/> Licensing                |
| <input type="checkbox"/> IP legal knowledge                              | <input type="checkbox"/> Enforcement              |
| <input type="checkbox"/> Negotiation/Accession to international treaties | <input type="checkbox"/> SMEs Support             |
| <input type="checkbox"/> National IP Strategy                            | <input type="checkbox"/> Other field              |

**If you select "Other field", please specify what fields they are?**

**Please add any suggestions that you may have on the WIPO training programs conducted under FIT/JAPAN.**

Thank you very much for your kind cooperation in completing this questionnaire.

[End of Annex II and of document]