



CPVO Work
Program
2016

2016

WORK PROGRAMME 2016

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INTRODUCTION

The Strategic Plan adopted in 2009 covered the years 2010 – 2015. In order to align the CPVO strategic plan with terms of the Presidency, the Administrative Council agreed that the next multi-annual strategic plan will be for the period 2017-2021. In the intervening year, 2016, the earlier strategic plan 2010-2015 remains applicable. The aims defined in the strategy are:

- OPTIMISE Community plant variety rights system, quality and costs
- IMPROVE international cooperation
- CONTRIBUTE to the enforcement of Community plant variety rights
- ACHIEVE organisational excellence

The Work Programme for 2016 reflects the annual objectives aligned with the Strategic Plan. The chapters below contain descriptions of the essential activities that should be implemented in 2016 setting out the main objectives and some indicators.

THIS YEAR'S CHALLENGES

In 2016, the CPVO will continue its efforts to achieve efficiency gains in order to be able to do more work with less resources. In this context the Office is devoting particular efforts to the implementation of the IT project "my CPVO" which is expected to lead to considerable efficiency gains in terms of human resources and time in the processing of applications and communication with the stakeholders. From the side of the users of the system will allow them to access and interact more easily with their own files. Another important IT project will be the development of the CPVO Variety Finder, aiming to expand the use of the database as a reference for EU varieties. The CPVO website, as well as the restricted area of the AC, will be updated in terms of both content and feel in order to live up to our high standards on transparency.

We would like to highlight that in the area of variety denominations the CPVO will start a revision of the CPVO Guidelines on variety denominations and its explanatory notes. An active participation of national experts, representatives from the industry and the European Commission is welcomed in this respect.

In terms of R&D and use of molecular markers in DUS testing, the CPVO is planning to organize in 2016 the first meeting of the IMODDUS ad hoc working group. The main aim of this group is to promote the use of bio-molecular techniques in DUS testing and variety identification.

As a follow up of the Seminar organized in 2015 for the AC members on the interface PVR/Patents, the CPVO is suggesting to organize a seminar on the same subject for a wider public in 2016 or possibly in 2017.

As regards external relations, the CPVO is willing to cooperate with OAPI (Organisation Africaine de la propriété intellectuelle) and the partners GEVES, Naktuinbouw, GNIS and UPOV in the implementation of the OAPI road map 2015-2020, to promote the use of the regional PVR system in the OAPI Member States.

Subject to a decision of the Commission, the application fee for on line applications will be reduced as from 1 January 2016. This should maintain the "free reserve" of the office at a reasonable level, contribute to making the system more affordable to the users and to promote the use of the on line application system.

The CPVO will continue its efforts to comply with the implementation of the EU general policy on staff reduction at a time with high number of applications, ancillary work in relation to the increase in number of varieties protected and the launching of R&D and IT projects.

COMMUNITY PLANT VARIETY ACTIVITIES

1. MANAGING THE COMMUNITY PLANT VARIETY RIGHTS (CPVR) SYSTEM

1.1. PROCESSING OF APPLICATIONS

The Community Plant Variety Office (CPVO) processes applications for Community Plant Variety Rights (CPVR) from any individual or company in the world. Applications can be filed on line or sent by mail in any of the 24 EU languages, using paper forms.

The CPVO checks applications for compliance with formal requirements. In order to be suitable for protection by CPVR, the candidate variety must be: distinct (D), uniform (U), stable (S), new and have a suitable denomination. The first three conditions (DUS) are checked during the technical examination of the variety, the other two are part of the substantive examination, which follows the formal examination.

The CPVO assesses the suitability of the proposed variety denomination using the database VarietyFinder and the applicable criteria. In addition to the test of proposed variety denominations when processing the applications received, the CPVO offers to the Member States a web-based service whereby they can request advice from the CPVO before publishing an official proposal for denomination in their national plant variety rights or listing procedures. In the case of controversial opinions, exchanges of view can take place, but the decision remains in the hands of the authority where the application for registration of the variety has been made. The purpose of this activity is to reach a greater harmonisation of decisions as to the suitability of proposals for variety denominations in procedures for national plant variety rights, for national listing and at the level of the CPVO.

The formal and the substantive examinations are performed by the Technical Unit (TU). The technical examination might be organized and monitored by the TU in one of the CPVO entrusted Examination Offices, or, in case the variety is already tested in one of the Examination Offices, the CPVO buys the technical report. If the variety is still under testing when the application is submitted to the Office, the CPVO may make a request to take over the report that will be established by the Examination Office in question when the test has been finalized.

Based upon the above examinations the Office decides to grant or refuse the protection.

The CPVR is a demand-driven system which makes it difficult to foresee the number of applications to be received in 2016. However the data and experience from the past five years indicate that the number of applications per year is around 3000. Based on available statistics, the CPVO is prepared to receive and process, in 2016, about 3100 applications, to organize approximately 2600 technical examinations and to manage over 24200 titles. This activity entails staff from across the Office working together: technical, legal and financial staff.

Specific objectives: Deal with applications in a timely manner with a high quality service to clients and grant solid titles, and promote the on-line application system. Monitor and improve the average time between application and final decision. Promote amongst the Member States the use of the advisory service on variety denominations.

Indicators	2015 Target
% of acknowledgments of receipt within 5 working days	≥95%
% of on-line applications	≥75%
Average time between application date and final decision	Monitor the situation and identify areas for improvement

1.2. APPEALS

According to the Council Regulation (EC) 2100/94 (hereafter Basic Regulation), any natural or legal person themselves or through a procedural representative, may appeal against a decision, addressed to that person, or against a decision which, although in the form of a decision addressed to another person, is of direct and individual concern to the former. An appeal shall lie from decisions of the Office in respect of objections, refusals of rights, grants, cancellations, nullities, acceptation and amendments of variety denominations. An appeal can also be lodged against decisions related to fees, or regarding entries or deletion of information in the Register and public inspection of the Register. The Board of Appeal shall be responsible for deciding on appeals of decisions taken by the CPVO. The General Court and the Court of Justice of the European Union are competent to decide on appeals launched against the decisions taken by the Board of Appeal.

In order to deal with the appeals received against its decisions the CPVO has to:

- Draft proposed CPVO positions before Rectification Committee meetings.
- Draft proposed CPVO positions in appeal cases lodged to the Board of Appeal, or to the General Court and the Court of Justice.
- Launch, where necessary, a procurement procedure for legal services provided by an external lawyer and liaise with the selected external lawyer (instruct and review the work of the external legal counsel).
- Present the CPVO position orally before the Board of Appeal and the Courts in Luxembourg.
- Follow up the judicial proceedings, inform the CPVO of decisions adopted in cases involving the CPVO or of general interest for the Office and suggest steps to be taken by the CPVO.

Specific objectives: Present clearly and convincingly the position of the Office before the Board of Appeal (BoA), the Court of Justice of the European Union (CJEU) and ensure the deadlines are met.

Indicators	2016 Target
% of cases won in relation to cases involving the CPVO	≥90%
% of deadlines met (set by the BoA or CJEU)	100%

1.3. PUBLIC ACCESS TO DOCUMENTS

The CPVO implements the EU legislation on access to documents as well as the provisions included in the Basic Regulation of the CPVR system. For that purpose the following activities have to be performed:

Review files for which access to documents has been requested.

Review draft letters prepared by the Register in response to requests, explaining, where necessary, the nature of the information withheld and the legal grounds for such withholding.

Review letters drafted by the Register informing the titleholder that a confirmatory request was addressed to the Office regarding his file(s) and about the information withheld so far by the Office and seeking the titleholder's opinion.

Review letters drafted by the Register in response to confirmatory requests, which explain the position of the Office in regard to the particular confirmatory request, and which are sent to the requestor and to the titleholder on the same day.

Specific objectives:	
<ul style="list-style-type: none"> • Ensure the deadlines for response are respected • Ascertain that no confidential information (in the meaning of Regulations 1049/2001 and 2100/94) is disclosed • Publish the largest number possible of non-confidential information on the website 	
Indicators	2016 Target
% of public access requests dealt within the deadlines	100%
Number of complaints submitted to the Ombudsman	None

Managing the system: HR and Financial Resources

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Managing the system : Processing applications	17.3	38%	8 240 000	2 856 422	11 096 422	64.9%

2. QUALITY AUDIT SYSTEM

The Quality Audit Service (QAS) is responsible for verifying whether technical examination offices meet the quality standards required for providing services to the CPVO in the area of testing compliance of candidate varieties with the DUS criteria.

To this end, regular assessments are conducted at the entrusted Examination Offices and at the test sites involved in the technical work. The QAS is independent from other CPVO activities.

The technical expertise is made available through experts from Member States (MS). When the number of active experts decreases during the triennial appointment period, a new call for expression of interest is launched. Assessment teams work under strict confidentiality arrangements and report entrustment recommendations directly to the CPVO Administrative Council (AC). Assessment criteria and procedures governing the entrustment process are continuously reviewed and approved by the Administrative Council.

The QAS organises regular meetings with the QAS Technical experts for the purpose of training and in order to coordinate and improve the methodology of QAS audits.

Specific objectives: Carry out the foreseen number of audit visits, while applying a risk based audit strategy (2013-2015 cycle).	
Indicators	2016 Target
Number of examination offices assessments conducted	10
Risk based strategy applied for 2013-2015 cycle	Data evaluation sheets associated with the risk based approach (Annual Risk exposure analysis; Risk assessment date; tableau queries) to be continuously used and where possible refined.
Number of Audit Advisory Board consultations/objections	None

QAS: HR and Financial Resources

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
QAS	1.0	2%	30 000	165 111	195 111	1.1%

3. DEVELOPMENTS OF THE SYSTEM

3.1. REGULATORY DEVELOPMENTS

Evaluation of the CPVR system

The European Commission launched in 2010 an evaluation of the CPVR *acquis* to assess how well it has met its original objectives as well as its current strengths and weaknesses. The outcome was that “*The CPVR acquis functions well and has met its objectives. Stakeholders are generally content with the system*”. However some options have been proposed to resolve deficiencies identified in the system. In order to give a follow up to those recommendations the CPVO has decided to take some initiatives, like the reactivation of the legislative working group and the initiation of a discussion about the criteria to accept proposals for variety denominations.

The *ad hoc* Legislative Working Group commenced its activities in 2012 with the aim to discuss possible solutions and answers to the questions and comments of legal nature raised by various stakeholders in the framework of the evaluation of the EU PVR system. The aim of the *ad hoc* Working Group is to identify areas where there is common support for changes and if possible make concrete proposals.

The *ad hoc* Working Group is chaired by the CPVO and is composed of mainly legal experts from national authorities, representatives from the European Commission and lawyers active in breeders’ organizations. The final conclusions of the *ad hoc* Working Group have been presented to the Administrative Council of the CPVO in March 2015 and the Office will propose to the AC in October 2015 that this WG will not continue in 2016

The AC Guidelines on variety denominations and explanatory notes to the guidelines are adopted for the purpose of clarifying to authorities and users how the provisions in the basic regulation shall be applied in practise. The CPVO is assessing in the range of 5000 proposals for denominations per year. The experience acquired shows that the guidelines could be developed in order to make them more clear and more easy to apply which would lead to more predictable decisions on proposals. It is therefore considered appropriate to revise the Guidelines with explanatory notes. This might imply the setup of an *ad hoc* working group to involve the relevant stake holders. The aim would be to finalize this work in 2016. However, the UPOV Office is considering revising the UPOV Guidelines on variety denominations as well and if it would be considered opportune to take that work into account when amending the CPVO Guidelines, the adoption of the CPVO guidelines may need to be postponed.

Commission regulation (EC) No 874/2009 of 17 September 2009 (Proceedings Regulation)

The CPVO will follow the revision of the Proceedings Regulation by the European Commission which has started in the second quarter of 2015.

Specific objective:	
<ul style="list-style-type: none"> • Revision of the Variety Denomination Guidelines with Explanatory Notes • 	
Indicators	2016 Target
Contribute to amending the Commission Regulation on proceedings before the Office	To participate in the relevant meetings organised in 2016
Revision of the Guidelines with explanatory notes	To be completed in 2016/2017

3.2. TECHNICAL DEVELOPMENTS

The CPVR system co-exists alongside with the national systems of plant breeders' rights and national listing. The Community system makes use of the already existing national testing centres for DUS, following an entrustment by the Administrative Council.

The CPVO has a very fruitful and close cooperation with its Examination Offices. The network has been expanded today to almost all Member States and it intends to cover the most representative agro-ecologic environments in the EU territory.

The CPVO experts maintain a regular contact with colleagues from the Examination Offices; the case holders visit regularly the Examination Offices' DUS trials in order to follow the tests of the candidate varieties to EU protection.

The CPVO organizes technical meetings once a year for the different crop experts groups (agricultural, vegetable, fruit and ornamentals). These meetings are organized to discuss issues related to the DUS testing, either general or more crop specific, such as the preparation or the revision of Technical Protocols for the conduct of DUS tests. For these meetings the CPVO invites representatives from all entrusted Examination Offices, breeder's organizations, the European Commission . The CPVO is also very active and contributes regularly to the different UPOV Technical Working Parties and Technical Committee.

The CPVO also organizes an annual meeting with the Technical Liaison Officers from the different Member States, to discuss and agree on matters of relevance for the CPVR system. Participants to these meetings are also the breeders' associations, the International Union for the Protection of New Varieties of Plants (UPOV) the European Commission and EEA countries. The experts involved recognize the interest of such events, not only for the purposes of the EU PVR system, but also as a relevant contribution for the improvement of the quality and harmonization of the DUS testing at EU level.

In the recent past, the CPVO has involved in these technical meetings experts from the acceding countries, promoting an interesting and very useful exchange of information. The Office has also offered these experts the possibility to follow technical trainings in some of its Examination Offices.

Specific objectives:	
<ul style="list-style-type: none"> • Establish annual evaluation reports to the President summarising the findings from monitoring visits at certain Examination Offices throughout 2016. • Organise meetings with examination offices and experts in the various crop sectors to promote best practises and harmonise methodologies • Revision of existing and set up of new Technical Protocols (TPs) in close collaboration with Examination Offices. A particular objective is the increase of coverage of catalogue species by CPVO TPs. 	
Indicators	2016 Target
Number of evaluation reports submitted to the President	Availability of evaluation reports for certain examination Offices monitored in 2016
% of satisfactory feedback from participants to the meetings through surveys	Less than 5% unsatisfactory responses
Technical protocols adopted by the AC	Adoption by the AC of all the TPs planned for adoption in 2016 (new and revisions). Indication of coverage of catalogue species

Development of the system: HR and Financial Resources

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Development of the System	2.5	6%	-	412 778	412 778	2.4%

4. RESEARCH AND DEVELOPMENT PROJECTS

The CPVO may (co)finance R&D projects which relate to one of the following areas: DUS testing, the identification of varieties, organization and management of reference collections. Such projects should aim to achieve at least one of the following objectives: improve the quality of DUS-testing, reduce costs or time for DUS testing.

Specific objectives:	
<ul style="list-style-type: none"> • Continue the monitoring of the following on-going projects: <ul style="list-style-type: none"> • A European potato database as centralized collection of varieties of common knowledge • Rose project: sampling, analyses and storage of DNA samples • Continue the follow up of the following finalized projects: <ul style="list-style-type: none"> • Impact analysis of endophytes on the phenotype of varieties of <i>Lolium perenne</i> and <i>Festuca arundinacea</i> • Effect of seed priming on vegetables DUS tests • Creation of a common maize database for DUS studies for Eastern Europe Examination Offices • Harmonisation of vegetable disease resistances <ul style="list-style-type: none"> • Reducing the number of obligatory observation periods in DUS testing for candidate varieties in the fruit sector • To organize the first meeting of the ad hoc working group on Integration of molecular data into DUS testing (IMODDUS). 	
Indicators	2016 Target
Participation in the project meetings	Participate in the meetings organised with the project partners in 2016
Organize the first meeting of Imoddus	Organize one meeting in 2016
Assessment of interim and final reports	To assess the reports received within a period of 3 months

HR and financial resources: R& D Projects

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
R&D Projects	0.5	1%	300 000	82 556	382 556	2.2%

5. INFORMATION TECHNOLOGY

Information technology plays a major and ever increasing role in the functioning of the CPVO in order to manage the CPVR system. The CPVO considers this as a core tasks since a major part of the IT tools are either executing core tasks automatically or supporting staff working on implementing the CPVR system. During 2016, the ongoing projects for electronic exchanges will continue, in particular, the second phase of the "MyCPVO" project to provide a fully-functioning client portal for all exchanges between the CPVO and clients. The electronic invoicing from suppliers, which began in 2015 will continue to be rolled-out in 2016.

Indicators	2016 Target
Implementation of new CPVO Website	Upgrade of site
MyCPVO	Roll-out of phase 2
Meetings and Mission Management Software	Implementation of tool
Virtualization and Business Continuity Plan	Consolidation of Infrastructure

It is planned that the **CPVO External Website** (www.cpvo.europa.eu) shall be updated during 2016 to better reflect the user needs and to position the **MyCPVO** portal centrally for users. MyCPVO phase 2 will build on the implementation in 2015, incorporating rapid communication tools for end-users as well as a complete system of document and communication exchange.

Internally, the system for **Mission Management** will be developed in order to improve efficiencies and automate reimbursements. This may also be extended to external reimbursements in the latter part of the year.

During 2015, the Office migrated to Sharepoint 2013, and developments will continue with a view to automating workflows and removing paper from internal procedures.

HR and Financial Resources: Information Technology

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Information Technology	6.4	14%	850 000	1 056 711	1 906 711	11.2%

6. EXTERNAL RELATIONS

The CPVO maintains regular contacts with other international and regional organizations and with national authorities and institutions to promote the protection of intellectual property rights in non-EU countries and in particular plant breeders' rights. Such activities are regarded as beneficial not only for such countries but also for EU breeders that want to breed or produce outside the EU. The CPVO keeps a close cooperation with UPOV through an active participation in the different UPOV bodies and the Technical Working Parties. The Office participates actively in the development and harmonisation work carried out under the UPOV umbrella. Contributions are made to the EU common position in the administrative frame work. On a technical level the

CPVO is active in the expert meetings in which the CPVO often takes a leading role including the preparation of various documents. Apart from that the CPVO has a particular cooperation with UPOV in some specific UPOV activities such as variety denominations and electronic applications.

The CPVO also participates in UPOV activities that aim to promote the plant variety right system such as seminars and training courses.

The CPVO also cooperates with the Organisation Africaine de la Propriété Intellectuelle (OAPI), the African Regional Intellectual Property Organization and the East Asia Plant Variety Protection Forum, which includes the participation in seminars aiming to promote the plant variety right system in countries members of these regional organisations and facilitate the training of DUS experts from member countries of such organisations.

The CPVO has been asked by OAPI to assist in implementing a road map for the years 2015-2015 to promote the OAPI PVP system in its member states. Together with GEVES, Naktuinbouw, GNIS and UPOV a document has been drafted and sent to OAPI offering assistance under the condition that funds can be made available by the Commission or others. The CPVO will continue this work in 2016.

Specific objectives:	
<ul style="list-style-type: none"> • Continue the promotion of the plant variety system with the cooperation of the CPVO stakeholders • Investigate possible cooperation to promote the PVR systems in third countries • Implement the strategy on cooperation with third countries on PVR matters 	
Indicators	2016 Target
Implement the adopted strategy on cooperation with third countries on PVR matters	<ul style="list-style-type: none"> • Participate in the relevant UPOV meetings and provide the Commission with input on UPOV documents • On request participate in training organised by UPOV or other stakeholders. • To assist OAPI in the implementation of their road map 2015-2020

HR and Financial Resources : External Relations

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
External relations	3.5	8%	-	577 889	577 889	3.4%

7. ENFORCEMENT AND THE INTERFACE PVR/PATENTS

In recent years the Office has organised seminars on the enforcement of plant varieties in Brussels, Warsaw, Madrid, Sofia, Bucharest, Athens, Hamburg, Rome and Zagreb. During these seminars, officials, lawyers, breeders, farmers and staff from the Office present different aspects of enforcing Community plant variety rights under Community and national law. The discussions that took place showed that this subject is of much interest. Breeders' organisations have shown appreciation for these seminars as they raise important issues on the agendas of both national authorities and other stakeholders.

The Office for Harmonization in the Internal Market (OHIM) was entrusted with the task of animating the European Observatory on infringements of intellectual property rights by Regulation (EU) 386/2012 which became effective in June 2012. The Observatory has set up five working groups, dealing respectively with public awareness, enforcement, legal issues, statistics and economics, and IP in the digital era. The CPVO

participates in the legal working group and in the enforcement working group. Within the legal working group the CPVO is contributing to the setting up of a case-law data base of judgments on infringement of IPRs to be hosted by OHIM. In 2015 the CPVO has started updating the CPVO database with PVR case-law both as regards the content and search tool. The database is accessible on the CPVO website. On the occasion of the celebration of the 20th anniversary of the CPVO, a booklet with the decisions of the Board of Appeal and of the Court of Justice of the European Union has been published in September 2015. Taking into account the ongoing discussion in the EU and the decisions in cases under Ref. No G2/13 ('Broccoli II') and Ref. No G2/12 ('Tomatoes II'), before the Enlarged Board of Appeal of the European Patent Office where there are issues concerning the interface between patent and plant variety protection for plant material and related inventions concerned, the Office has organized a seminar on the topic on 24 June 2015 in Brussels. AC Members and observers have been invited. Due to the interest generated in this event it is the intention of the CPVO to seek the authorization of the CPVO's AC to host another seminar on this topic in 2016 or 2017– which would be open to a wider audience.

Specific objectives:	
<ul style="list-style-type: none"> • Participation in the relevant meetings of OHIM Observatory • Update the CPVO database with PVR case-law 	
Indicators	2016 Target
% of satisfactory feedback from participants to the Seminar through surveys	>80%
Review of the current CPVO PVR jurisprudence database and the optimization of the search tools and structure	To be achieved before the end 2016

HR and Financial Resources : Enforcement and interface PVR/Patents

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Enforcement and interface PVR/Patents	0.1	0%	-	16 511	16 511	0.3%

8. HORIZONTAL ACTIVITIES

8.1. BUDGET

This activity includes all of the day to day work in forecasting, setting and executing the CPVO budget. The forecast of income (including deficit reserve) and expenditure is EUR 15 450 000 for 2016.

As a fully self-financing organisation it is essential that the CPVO remains totally independent of any financial contribution from the EU budget for its ordinary functioning. Adjustments of fee levels, which provide the main source of income, have to be prudent in order to avoid structural deficits over extended periods of time. This prudence has resulted in a certain budget surplus that should not be allowed to grow much further.

Specific objectives:	
<ul style="list-style-type: none"> Budgetary out-turn balancing income and expenditure. Stable free reserve. Sufficient flexibility to avoid amendments to the budget and budget transfers requiring the approval of the Budget Authority Prompt execution of budgetary transactions in compliance with the legal and regulatory framework 	
Indicators	2016 Target
Budget outturn	Balanced outturn
Number of budget revisions	Two or less
Discharge given by the Budget Authority	AC Spring Meeting 2016
Free Reserve Reasonable	Approx EUR 5 Million

HR and Financial Resources: Budget

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Horizontal Budget Activities:	0.3	1%		49 533	49 533	0.3%

8.2.ACCOUNTING AND TREASURY OPERATIONS

This activity includes all of the operations required to maintain the accounting system, including preparation of the annual accounts, management of suppliers, VAT returns, forecasting of cash and the related treasury management.

The sector deals with the accounting client matters, in respect of the current regulations, in a timely manner with a high quality service to clients. The accounting sector also is heavily involved on IT projects concerning the paperless principles.

Specific objectives:	
<ul style="list-style-type: none"> 90% payments under 30 days No comments from the Court of Auditors related to final accounts Client satisfaction 	
Indicators	2016 Target
90 % of payments within 30 days of receipt of invoices	90%
Number of remarks of the Court of Auditors for financial accounts	None
Number of comments received from clients	None / Minimum

HR and Financial Resources: Accounting

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Horizontal Activities: Accounts	3.1	7%	-	511 844	511 844	3.0%

8.3. HUMAN RESOURCES

Organisation of all the necessary steps foreseen in the procedures and rules for the selection and contracts with new agents or to hire interim staff to provide the different units and services with the requested human resources. Manage staff rights, salaries and processing of mission's reimbursements.

Preparation and submission of draft Decisions on implementing rules of the Staff Regulation, to the CPVO President and Administrative Council for possible adoption, and transmission to the DPO of the corresponding notifications.

Assistance to the CPVO Management and CPVO staff in the domain of HR.

Draw an annual training program based on development needs identified each year by staff in their Career development plan. Once this program is approved by the President, organise trainings accordingly within budget constraints.

Manage training catalogue(s).

Specific objectives:	
<ul style="list-style-type: none"> Recruit, train, assess, (motivate and retain) high quality staff so that effective and efficient operation of the CPVO is ensured. Assist the Management in the implementation of the traineeship program Give an expertise in the domain of HR to the Management and the Staff Draft and implement clear rules for all HR aspects Prepare salaries on due time Processing mission's reimbursements in due time Give access to a wide choice of trainings in line with the needs expressed 	
Indicators	2016 Target
Number of remarks from the Court of Auditors about recruitment procedures	None
Implementing rules completed and approved	Drafting of a new set of IR for the new staff regulations
Implementation of the CPVO training program	To implement the program for 2016 as adopted by the President

HR and Financial Resources : HR

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Horizontal Activities: HR	2.0	4%	-	330 222	330 222	1.9%

8.4. GENERAL SERVICES

The General Services sector is responsible for the purchase, organisation and maintenance of the furniture, equipment and stationery needed for a comfortable and efficient work environment. They also take the necessary steps to maintain and/or repair the buildings and all related matters (security, telecom, energy...), and manage incoming and outgoing mail for the CPVO.

The CPVO must also comply with all of the rules of the European Data Protection Supervisor. The Data Protection Officer (DPO) of the office ensures that notifications are made in line with requirements.

Specific objectives:	
<ul style="list-style-type: none"> • Implement the various services and equipment allowing the staff to work in good conditions and in full security • Manage efficiently the purchase and delivery of goods and services • Maintain the buildings in a good state • Manage the contracts linked to all these activities 	
Indicators	2016 Target
Number of remarks of the Court of Auditors for procurements and contracts	No remarks
Mail management	>95% processed on a daily basis
Meeting management	Positive feedback from "clients"
Building management	Re-organisation of Mirror Building

HR and Financial Resources: General Services

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Horizontal Activities: General Services	7.3	16%	-	1 205 311	1 205 311	7.0%

8.5. INTERNAL CONTROL, AUDIT AND EVALUATION

The main objective of this function is to perform audit and evaluation activities in order to provide support and advice to the CPVO management with independent and objective opinions for developing and maintaining high standard of management practices and management controls.

It also contains development, update and review of guidelines and documentation related to Internal Control Standards and how to measure and demonstrate control effectiveness.

The Internal Audit programme will be performed by the Internal Audit Service of OHIM, based on a new Risk Assessment achieved in the last quarter of 2015.

The Business Process Review will continue with the collaboration of external consultants. For 2016, significant work is foreseen in following and implementing the recommendations stemming from this review.

Actions for the implementation of the CPVO Anti-Fraud Strategy and to raise fraud awareness among the Staff will be regularly organised.

Specific objectives:	
<ul style="list-style-type: none"> • Ensure that the Internal Audit is operated as an independent and objective consultancy activity and improve the effectiveness of risk management, control and governance processes • Ensure that the audit recommendations are taken into account and that the relevant action plans are designed and followed • Organise regularly evaluations of the activities resulting in relevant and useful information • Implement, maintain and report on an effective and reliable internal control system 	
Indicators	2016 Target
Annual Internal Audit programme fulfilled	Business Process Review implemented with useful recommendations
No pending action plans for the internal auditor's recommendations made in the previous years	All recommendations to be implemented by deadlines agreed with auditor
Results of evaluation taken into account and implemented	Launch of a new call for tender to prepare a new evaluation exercise in 2016, after 20 years of existence of the EU PVR system.

HR and Financial Resources : Internal Control

Activity	HR (fte)	% of total	Operational budget	Staff and Overhead	Total	% of total
Horizontal Activities: Other	1.0	2%	250 000	165 111	415 111	2.4%



CPVO

Community Plant Variety Office

Annex: Total budgetary and human resource allocations

The table below provides the breakdown of allocation of staff (full-time equivalents) to the activities. It is based on the expected 45 staff to be occupying a post on 1/1/2016. The operational budget for 2016 is allocated to tasks and the rest of staff and overhead are allocated pro-rata the number of staff. Sub-totals are provided for Core activities and horizontal support.

Activity	HR (fte)	% of total	Operational budget	Staff and overhead	Total	% of total
Managing the system: Processing applications	17.3	38%	8,240,000	2,856,422	11,096,422	64.9%
QAS	1.0	2%	30,000	165,111	195,111	1.1%
Development of the system	2.5	6%	-	412,778	412,778	2.4%
R&D Projects	0.5	1%	300,000	82,556	382,556	2.2%
Information Technology	6.4	14%	850,000	1,056,711	1,906,711	11.2%
External Relations	3.5	8%	-	577,889	577,889	3.4%
Enforcement and interface PVR/Patents	0.1	0%	-	16,511	16,511	0.1%
Total Core Activities	31.3	70%	9,420,000	5,167,978	14,587,978	85.3%
Budget	0.3	1%	-	49,533	49,533	0.3%
Accounts	3.1	7%	-	511,844	511,844	3.0%
HR	2.0	4%	-	330,222	330,222	1.9%
General Services	7.3	16%	-	1,205,311	1,205,311	7.0%
Internal Control, Audit, other	1.0	2%	250,000	165,111	415,111	2.4%
Total Horizontal support	13.7	30%	250,000	2,262,022	2,512,022	14.7%
Grand total	45.0	100%	9,670,000	7,430,000	17,100,000	100.0%