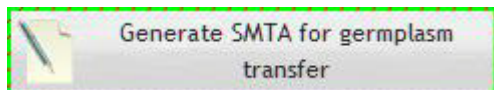


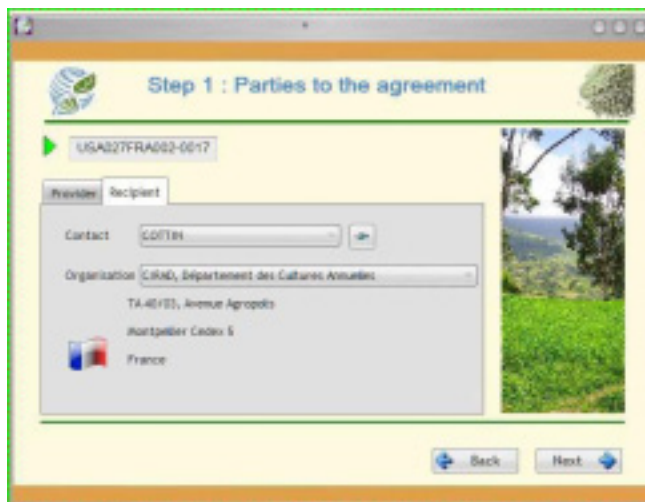
This screen allows access to two main features of Gene-IT: some basic indications on how to generate an SMTA adapted to the exchange of plant genetic resources and access to that function and a button to access all the files necessary references for the generation of the text.

A-1) CREATING A SMTA



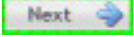
A-1.1) STEP 1: PARTIES TO THE AGREEMENT

This screen allows the user to enter the identification and contact details of both the provider and the recipient of the genetic resources. The user has to click on a top tab to change the view from one screen to the other.



The unique identification number of the SMTA is automatically assigned by the software.

NB: the name of the provider is accessible only through the configuration screen (button "Config" located on the toolbar "Tools" (see B-5).

Once the mandatory information is provided, the user has to click on "Next" , which closes the window, saves user's configuration and goes to the next screen on the legal status of the material to be transferred.

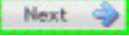
A-1.2) STEP 2: MATERIAL TRANSFERRED AND BENEFIT-SHARING


At this stage, the user must answer a number of questions to determine what is the type of standard agreement suitable for the particular situation.


The screenshot shows a web-based form titled "Step 2 : Characteristics of the material and benefit sharing option". The form contains several sections:

- Annex I plant genetic resources
- Research, breeding and training for food and agriculture utilisation purposes
- Material under development
- Benefit sharing option
 - Article 6.7
 - Article 6.11
- Additional conditions

At the bottom, there is a field for "SMTA #" with the value "4" and two buttons: "Back" and "Next".

The figures on a black background tell you the steps to follow before you click the button "next" .

The number of steps varies from 2 to 5 according to your answers. For example,  located beside a question indicates that you must answer it before moving on to the fifth stage.

If  is located above the "next" button and you've responded to questions 1, 2 and 3, you can go to the next screen.

You must describe in a maximum of 5 steps the genetic resources holds by your organization by checking the box next to the various information characterizing the response and if the answer is "Yes" or by unchecking it otherwise:

a) Does the genetic resources belongs to the species listed in Annex I of the International Treaty? To help you, you can click on the "Annex I" located at the "information" toolbar which will display a list of these species (see paragraph B-3 below).

b) Is this material being transferred for research, training, or breeding for food or agricultural use?

c) Is the material under development?

If the answer is yes, the question regarding the acquisition will be activated (see d)

If the answer is "No" (box unchecked), the option on the type of benefit sharing will be activated (see e). In both cases, this is question No. 4.

d) Are there any restrictions for the transfer of the material?

Check the box if so, or uncheck it in the opposite case.

Whatever your choice is, you can proceed to Step No. 5: Click on "Next" at the bottom right corner of the window).

e) Then you have two benefit-sharing options:

Either under Article 6.7

Either under Article 6.11

The choices are mutually exclusive, ie only one can be chosen at a time.

Whatever your choice is, you can skip to validate the data your entered by clicking on "Next".

The buttons at the bottom right to navigate between windows:



Back

redisplays the previous screen



Next

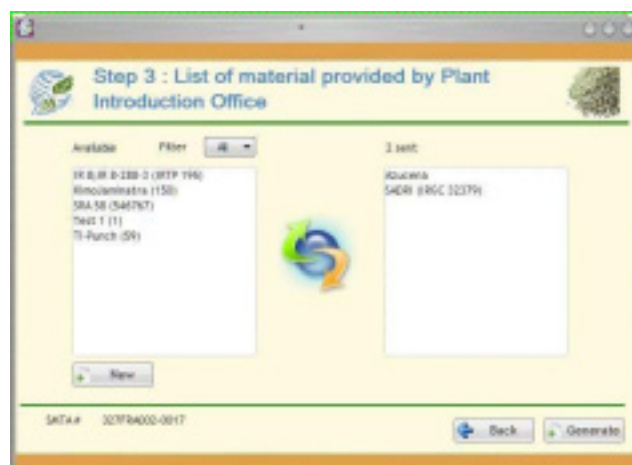
closes the current window and displays the windows on the next steps.


A-1.3) STEP 3: LISTS THE MATERIAL PROVIDED AND GENERATES THE SMTA

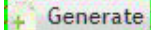
The last informative step is uses to indicate the characteristics of plant material transferred.

For this you have a selection list of varieties available on your site.

The drop-down list, located at the top right of the list of varieties available, allows you to limit the list to the varieties beginning with the letter chosen.

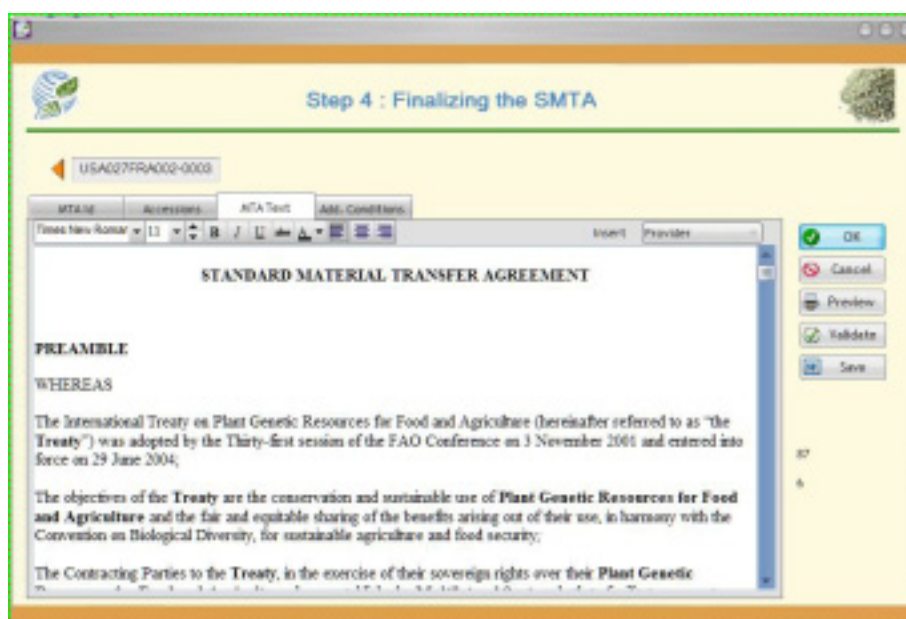


If you want to review the legal characteristics of the plant material, click on the "Back" button  and the software will take you back to the previous screen.

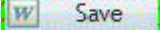
Otherwise, click on "Generate"  to create the agreement which meets the information you just entered.

A-1.4) STEP 4: FINALIZING THE SMTA

The information previously entered (identification and addresses, list of plant material, etc.) has been inserted in the text of the SMTA, if applicable.



The user can also add some additional information (date, URL, etc.), revise and print it before passing it for signature to the other contractors.

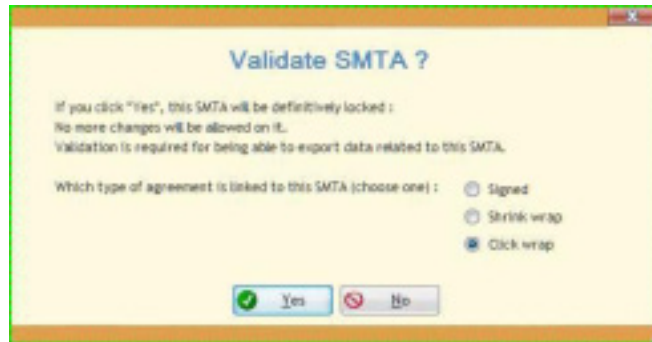
The button "save" , lets the user saving the document in RTF format and to edit it with a word processor compatible (MsWord, OpenOffice Write, ...). The name of the document consists of the number of SMTA and the extension (RTF USA027FRA002-0003.RTF eg).

Once the user has inserted all the modifications needed, he must validate the SMTA by



clicking on "Validate" to finalize the document and to prevent any later modifications.


A-1.5) FINAL STEP: VALIDATION OF THE SMTA



The validation of the SMTA is related to the choice of signing the SMTA.

Three options are displayed on the screen: you can make your choice before clicking the button "Yes".

A-1.6) EXPORTING THE SMTA DATA

The validation also activates the button "Export" , which allows you to save the SMTA related information in an electronic standard to exchange it between the different parts involved in this transfer.

Two sizes are available for exchange, XML classic



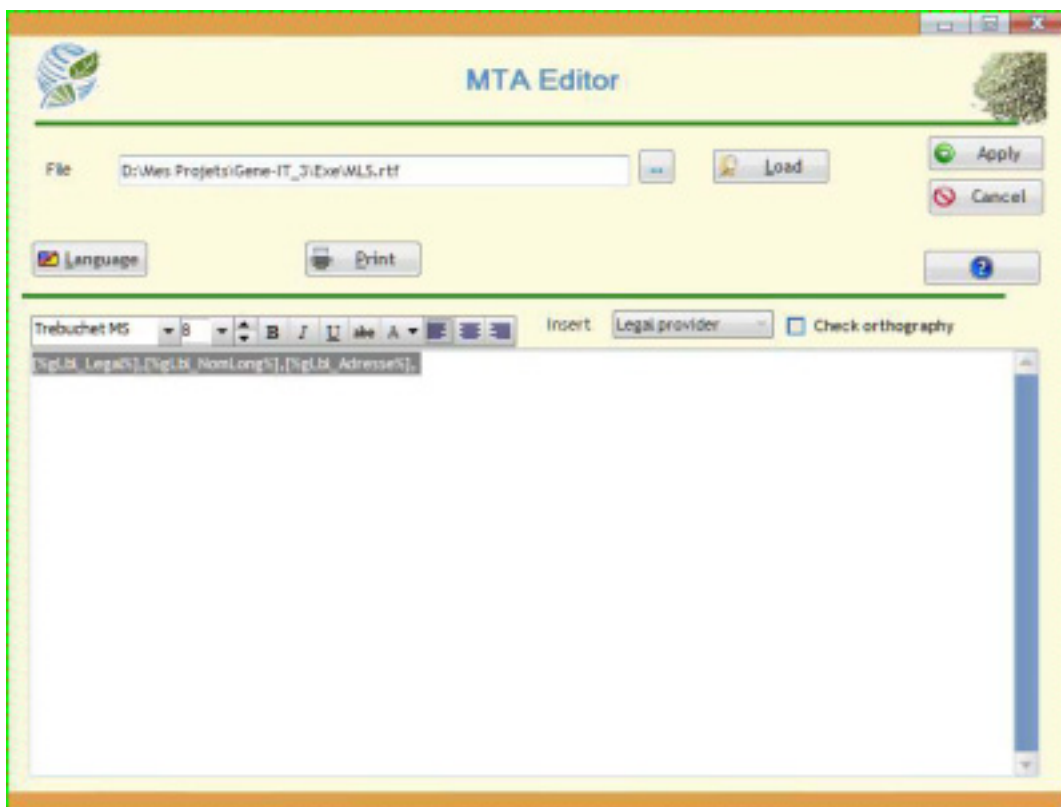
An encrypted XML (XMTA) is automatically decoded by Gene-IT.



This format has the advantage of guaranteeing a good privacy level in the electronic exchange.

A-1.7) EDITION OF A MTA

In the case where an SMTA is not applicable, Gene-IT offers a MTA editor:

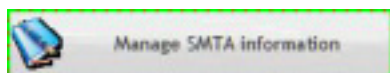


The text editor included in Gene-IT enables you to write (or load) a RTF document which meets the requirements of the MTA.

A toolbar enables you to change the text (bold, underline, font, etc.) and to adjust the layout of the document in accordance with your preferences.

A-2) MANAGEMENT OF MTA RELATED INFORMATION

The second button on the main menu gives you access to a submenu to manage the SMTA information and the required references.



Three management options are possible: by contact, by SMTA or by accessions managed by the software.

A-2.1) MANAGEMENT OF CONTACTS AND ORGANISATIONS

Manage Contact information

Name: Roland

Surname: COTTIN

Phone: +33487515846

Fax: +33487517537

Email: roland.cottin@cirad.fr

Organization: CIRAD, Département

Contact PID: [ABCDEF0GH-1234-5678-9012-ABCDEF0GHJKL]

Exchanges

F_Exchange	DateExchange
USA027FRA004-0001	20070126
USA027FRA004-0002	20080317
USA027FRA003-0001	
USA027FRA002-0002	
USA027FRA002-0003	
USA027FRA003-0004	
USA027FRA002-0005	

This screen allows you to view and edit the contact information, whether this contact is a supplier or a recipient of plant material.

Clicking the "Exchanges" lists the SMTAs containing that contact.

A-2.2) MANAGEMENT OF SMTA

Entering MTA Outgoing MTA All MTA

I/O	Id SMTA	Date	Recipient
	FR-004-0002-0002		
	FR-004-0002-0003		
▶	FR-004-0007-0001	27/03/2008	See file
▶	FR-004-0007-0002		See file
▶	FR-004-0007-0003		See file
▶	FR-004-0007-0004		See file
▶	FR-004-0007-0005		See file
▶	FR-004-0007-0006		See file
▶	FR-004-0007-0007		See file
▶	FR-004-0007-0008		See file
▶	FR-004-0007-0009		See file
▶	FR-004-0012-0001	15/02/2008	See file
▶	FR-004-0012-0002	01/04/2008	See file
▶	FR-004-0012-0004	06/04/2008	See file
▶	FR-004-0012-0005		See file
▶	FR-004-0012-0006		See file
▶	FR-004-0012-0007	10/06/2008	See file
▶	FR-004-0012-0008	04/07/2008	See file
▶	FR-004-0012-0009	10/10/2008	See file
▶	FR-004-0012-0010		See file
▶	FR-004-0002-0001		See file

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