



### 3. Order plant material

#### 3.1. From an IPEN-member:

- No Material Transfer Agreement (MTA) is required by the supplier, except in the following situations:
  - the BGM wants to use the genetic material for commercial purposes.
  - the supplier provides the material with some special conditions.
- The material is normally provided with its IPEN-number and detailed information on source and provenance.

#### 3.2. From a non IPEN-member:

- The supplier provides material, possibly with a MTA or a warning.

### 4. Encoding data in LIVCOL

#### 4.1. From an IPEN-member:

- As before, except for the following items:
  - Donor's conditions (D,W) do not have to be encoded, except when a special MTA is still produced.
  - The IPEN number is encoded in its specific field (DONIPEN):
    - It must be entered as it is got, without any changes except for the hyphens which are sometimes missing.
    - When the IPEN number is not provided, please enter 'not provided' in DONIPEN.

#### 4.2. From a non IPEN-member:

- As before

### 5. LIVCOL Management

- The IPEN numbers are not used for the day-to-day management of LIVCOL or the living plant collections.
- Their use is limited to the distribution of plant material to third parties.
- At least once a year, all new NPB accessions are considered in terms of supplier's conditions and IPEN numbers are checked.
- For material received from IPEN members :
  - CVNPB.DONCND = « »
  - CVNPB.DONIPEN = IPEN nber given by the donor or « not provided »
  - CVHID.DONREA = « »
- For material received from non IPEN members :
  - CVNPB.DONCND = « » or «D» or «W»
  - CVNPB.DONIPEN = « »
  - CVHID.DONREA = CVNPB.DONCND (if not empty)
  - CVHID.HIDREA = «R» when the conditions of the donor permit us to distribute the material with an IPEN MTA, e.g. « permission required for commercialization ».
  - CVHID.HIDREA = «M» when the conditions of the donor do not permit permit us to distribute the material, even with an IPEN MTA, e.g. « permission required to pass the

- material ». Such conditions could not be guaranteed.
- CVHID.ABSREA = « N » when the conditions of the collected material do not meet the rules of the Nagoya Protocol.
- CVHID.HIDREM is not empty when CVHID.HIDREA = «R» or «M».
- No IPENNBR is assigned to NPB accessions with HIDREA = «C,I,M,S,Z» or ABSREA = « N », except those ones actually received with a DONIPEN
- No IPENNBR is assigned to NPB accessions for the PHASEO collection
- The restrictions arising from this analysis are presented in the 'Restrictions' tab.
- The restrictions are also summarized by the 'x' displayed at the bottom left corner of the NPB-number frame.
- The 'x' displayed on the screen means that HIDREA, RESREA or ABSREA is not empty.
- NPB accessions with HIDREA = «C,I,M,S or Z» or ABSREA = « N » are not present on LIVCOL-web.
- NPB accessions with HIDREA = «C,I,M,S,Z or R» or ABSREA = « N » are not present in the Index Seminum.
- NPB accessions with HIDREA = « », RESREA = « » or ABSREA = « » are included in the Index Seminum.
- NPB accessions with (HIDREA = « » or «R») and ABSREA = « » and RESREA ne « » are present on LIVCOL-web.
- IPEN-numbers are displayed on LIVCOL-web only for the NPB accessions with HIDREA = « » and ABSREA = « ».
- IPEN-numbers are printed in the Index Seminum for all NPB accessions.
- Membership of the BGM to IPEN and conditions of use of the material are explained on LIVCOL-web as well in the Index Seminum.
- Users are invited to full in the attached request form and non-IPEN members are prompted to return the MTA.

## 6. Supply of plant material

### 6.0. General rules

- Previous rules concerning CITES, phytosanitary certificates, import permits, shipping costs, ... are still applicable.
- All plant or seed material is supplied according the IPEN Code of Conduct.
- Check that the request does not have a commercial purpose (providing material for commercial purpose is not currently allowed).
- Check that the recipient is member of IPEN or not.
- Check that the requested material is available.
- Check that the supplied material is not submitted to special restrictions ('x').
  - Be careful, the presence of an IPEN-number does not necessarily mean the material is free.
  - Exceptionally, accessions with some restrictions can be distributed, but not in the framework of the IPEN. Please contact TV for further analysis.
- Material is supplied with IPEN-number and passport data.
- All data related to the supply of material are entered in LIVCOL and documents are stored in a folder.

### 6.1. To an IPEN-member:

- Material is dispatched without any prior MTA.

6.2. To a non IPEN-member:

- Providing plant material is subject to the signing of a MTA.
- Model of MTA (pdf) can be found on LIVCOL-web. Pre-completed MTA's with the accessions facilitate the work.